

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

NORTH CENTRAL DIVISION

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INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER THE PROVISIONS OF THE 1938 AGRICULTURAL CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION

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PART I.—INTRODUCTION

The procedure to be followed in determining the extent of performance under the provisions of the 1938 agricultural conservation program is outlined below:

(1) Representatives of the North Central Division will meet with the State committee and fieldmen.

(2) County meetings will be held at which a fieldman or State committeeman will discuss the determination of performance in the county with members of the county committee and prospective farm reporters.

(3) Farm reporters will be selected by the county committee with the approval of the State committee.

(4) Clerical assistants in the county office will prepare, for use by farm reporters, a farm report for each farm in the county on which performance was determined in 1936 or 1937 and will list on the master office record form assignments for farm reporters. All farms shall be assigned and the farm reporter will be furnished a list of total and special crop acreage allotments.

(5) Forms NCR-216, Request for Inspection, will be mailed to farm owners and operators who will not be interviewed by farm reporters.

(6) Farm reporters will visit each farm in the county and interview the persons sharing in the crops or contributing to the soil-building practices performed on the farm. At the time of the interview the farm reporter will explain briefly the provisions of the 1938 agricultural conservation program emphasizing the features which especially affect this farm and will also, after knowing approximately the crops which were planted on the farm, advise them whether there is a possibility that payments have been earned on the farm under the 1938 agricultural conservation program or the 1938 sugar-beet

program. Following this explanation the farm reporter will ascertain whether the persons on such farm wish to have the farm inspected. If an inspection is wanted, the farm reporter will prepare a complete farm report for the farm. If no inspection is requested, a farm report will be prepared in accordance with instructions contained in part VIII.

(7) The farm reporter who visits the farm in connection with the 1938 agricultural conservation program will also determine whether any person who would receive a share of a sugar-beet crop at the time of harvest in 1938 wishes to participate in the 1938 sugar-beet program. The farm reporter will prepare a Farming Unit Report, SB-202, for each farming unit with respect to which any person is participating in such program. After the farm reports are returned to the county office, clerical assistants will compute acreages and review the information recorded thereon.

(8) A spot check of the work done in the field and in the county office will be made by the North Central division and State and county committees. Comparisons will be made of current reports of performance to determine the relative efficiency of counties and individuals in doing both field and office work.

(9) Further determination of performance will be made with respect to farms on which, after the first check of performance, additional soil-building practices are carried out or changes in crop or land uses made that will affect the performance under the 1938 agricultural conservation program or the 1938 sugar-beet program.

(10) After farm reports have been completed and certified, summaries of performance will be prepared in the county office.

PART II.—STATE PERFORMANCE PROCEDURE

The State committee will be responsible for the determination of performance in the State and will provide adequate assistance to county committees through district representatives. Educational work should begin in the State as soon as possible after receipt of the necessary forms and instructions from the North Central Division. The State committee, in organizing and conducting performance work, will:

(1) Supply adequate assistance and supervision to county committees;

(2) Arrange for necessary district and county schools of instruction, prepare instructions for measuring land, specify measuring equipment, and issue instructions for computing acreages in the county office;

(3) Examine the qualifications of supervisors, farm reporters, and clerical assistants, and establish the standards to which their work shall conform;

(4) Assist the county committee in selecting and training personnel and take proper action whenever the work of a person employed by the county committee as a performance supervisor, farm reporter, or clerical assistant is below the standard established by the North Central Division.

(5) Supervise a spot check of the work done by performance supervisors, farm reporters, and clerical assistants and make a systematic comparison of their efficiency.

PART III.—COUNTY PERFORMANCE PROCEDURE

Duties of county committee.—The county committee will be responsible for the determination of performance on farms in the county or regarded as located in the county. The county committee will direct the work of the performance supervisor, farm reporters, and clerical assistants employed within the county not only in carrying out the procedure outlined in the performance instructions, but in explaining the agricultural conservation program to any farmers who may not have a clear understanding of its provisions and purposes.

The changes in the program caused by the Agricultural Adjustment Act of 1938, as well as terms such as "deductions for excess acreage," "goal," and "allotment," are in many cases not fully understood, and the visit of the farm reporter, who in most cases will be a committeeman elected by the farmers of the community, gives an opportunity for a man-to-man explanation of those features which require clarification or in which the farmer is especially interested. While it will not be possible to go deeply into background information, sufficient time should be taken to correct impressions resulting from misinterpretations of the program and its effect on production and prices.

The county committee, in organizing and conducting performance work in the county, will:

- (1) Obtain the necessary measuring equipment for farm reporters. Equipment used in 1937, if in good condition and acceptable to the State committee, may be used in 1938;
- (2) Designate, with the approval of the State committee, a qualified farmer to act as performance supervisor in the county and clearly outline his duties and the extent of his responsibilities and those of each individual under his supervision;
- (3) Direct the performance supervisor and the person in charge of the county office in setting up a master office record form and in the keeping of such field and office records as are prescribed by the State committee;
- (4) Supervise the training of farm reporters in the identification and measurement of fields and in the execution of clear, complete, and accurate reports; and in aerial counties, supervise training in the interpretation of enlargements made from aerial negatives;
- (5) In cooperation with the State committee, select the best qualified farmers to act as farm reporters, giving preference to committeemen; make assignments for farm reporters, and arrange for systematic supervision of their work in the field;
- (6) Provide for sufficient clerical assistants who will maintain necessary records, and check entries and make computations on performance forms in the county office;
- (7) Examine from time to time the reports and work of each farm reporter and clerical assistant and immediately provide for additional training for anyone not doing satisfactory work; if this does not bring his work up to the standard established by the North Central Division, replace him;
- (8) Assist the North Central Division and State committee in spot checking the work done in the field and the county office.

Duties of the county performance supervisor.—It shall be the duty of the performance supervisor to carry out in detail the instructions of the county committee. The supervisor shall cooperate closely with those in charge of the county office in directing the office work connected with performance. He shall assist farm reporters as they begin work in the field and shall cooperate with representatives of the State committee in spot checking the work done by farm reporters and clerical assistants.

The supervisor shall be responsible to the county committee for a periodic summary of progress of performance work in the field and a comparison of reporters' efficiency. He shall immediately call to the attention of the county committee any performance work which is not satisfactory.

Selection of farm reporters.—The county committee shall submit to the State committee or its representative a list of prospective farm reporters with a statement of their qualifications. Such qualifications may include grades in a written examination, together with other evidence of ability to fill reporters' positions. The State committee or its representative will return to the county committee as soon as possible a list of those approved for work as farm reporters. Selection of farm reporters shall be made by the county committee from those on the approved list.

Qualifications of farm reporters.—Farm reporters shall be farmers who are participants in the agricultural conservation program, and preference shall be given to committeemen. Other qualifications which shall be given careful consideration in selecting each farm reporter are:

(1) His standing and reputation for honesty and diligence in the territory where he will work;

(2) His knowledge of and sympathetic attitude toward the program and his ability to give satisfactory service to those with whom he works; and

(3) His knowledge of local farming conditions and cropping practices.

PART IV. COUNTY OFFICE RECORDS

Form NCR-216. Request for inspection.—This form shall be mailed from the county office to all persons who share in a crop or who contribute to a soil-building practice on a farm in 1938, if such persons will not be interviewed by a farm reporter. Before mailing the form the address of the county agricultural conservation association shall be typed or stamped in the box below the body of the letter. The chairman of the county association will sign and enter the name of the county.

Master office record form.—The county association shall maintain adequate records pertaining to the progress of performance work. The county may adopt or continue to use any system of records approved by the State committee. Such records shall contain at least the information which is required herein.

A master office record form shall be prepared in the county office in accordance with instructions issued by the State committee and shall contain the following information:

(1) The farm number of each farm in the county, arranged in numerical sequence;

(2) The name and address of any owners of the farm;

(3) The name and address of any operators of the farm;

(4) The name of the person assigned to inspect each farm and the date the assignment is made. Such entries shall also be made whenever the farm is inspected a second time;

(5) The name of the person to whom the farm report is assigned for the purpose of making necessary corrections, and the date of assignment;

(6) Indication of whether a farm report or a statement of non-participation is returned to the county office for the farm and whether a second check of performance will be necessary;

(7) The date on which the summary of performance is prepared for farms for which a farm report has been completed.

Farm reporter's daily report.—A supply of this form will be furnished the farm reporter at the time he receives his assignments. Claim for compensation for a day's work shall not be approved for any farm reporter unless a report for that day is on file in the office of the association. The farm reporter will prepare the daily report as outlined below:

Enter on the line in the upper right-hand corner the name of the county association.

Enter in section I the name of the minor civil division, the date, and the number of hours worked.

Enter in section II, column (1), the farm number. In column (2) enter Yes or No depending on whether the person consulted requested that the farm be inspected. Column (3) will be answered Yes or No depending on whether the farm report has been prepared. In column (4) enter Yes if the farm report has been mailed to the county office or forwarded to such office through the county performance supervisor or some other person. Enter No if the report has not been so released. Column (5) may be used for any remarks the farm reporter wishes to make. For example, whenever it is not possible to complete a farm report, for which inspection is requested, reasons should be given. This space may also be used to list farm numbers of farm reports which are released on the date for which the farm report is filled in, but which were prepared prior to such date. The farm reporter should also indicate the manner in which such accumulated farm reports are forwarded to the county office.

In section III the farm reporter will list the farms he expects to visit in the next 3 days. This will enable the county performance supervisor to locate him if necessary.

Section IV provides space for listing new assignments received, requesting additional supplies and making general remarks. If additional space is required, the back of the form may be used.

At the close of each day's work, the farm reporter shall complete and sign the daily report and mail it to the county office. If no work is performed by the farm reporter, the report shall be completed, stating such fact, and mailed as instructed above.

The form shall be signed by the secretary or chairman of the county committee before being furnished to the farm reporter.

PART V.—SPOT CHECK OF THE WORK OF FARM REPORTERS AND CLERICAL ASSISTANTS

In all counties in the North Central Region a spot check of the work of farm reporters and clerical assistants will be made by reviewers selected by, and responsible to, the State committee. Persons selected for this work, committeemen if possible, should be thoroughly familiar with the provisions of the 1938 agricultural conservation program and should be qualified to make proper determinations in connection with performance on the farm. In counties where sugar beets are grown the reviewer should be equally familiar with the provisions of the 1938 sugar-beet program.

The work of the farm reporter and each clerical assistant will be reviewed as follows:

(1) From the farms inspected by each farm reporter two farms will be selected by the reviewer for a spot check.

(2) The acreage of two representative fields measured in 1938 on each of the farms selected will be remeasured and recomputed by the reviewer.

(3) All determinations made by the farm reporter on the two farms with respect to crop and land uses and soil-building practices will be reviewed.

(4) Two percent of the work of each clerical assistant in the county office will be reviewed.

The two farms selected by the reviewer shall be representative of farms in the community in which the farm reporter worked. Where it appears to be justifiable, the county committee may request the reviewer to reinspect any other farms in the county. Farms which are reviewed at the request of the county committee shall be in addition to those which the reviewer selects for the spot check. In some cases it may be advisable for a county or community committeeman to assist him in his work.

In reinspecting a farm the reviewer will use the farm report and other forms relating to performance and will prepare in duplicate a Reviewer's Check Sheet, NCR-218. The reviewer will not make any changes in the entries which the farm reporter has made on the farm report but will note incorrect entries on his check sheet. Forms taken from the county office by the reviewer will be charged to him until they are returned.

The entries above the double line on the check sheet may be made in the county office. In section I the reviewer will draw maps of the four fields he remeasures and will identify the field maps with farm numbers and field letters corresponding to those on the farm report. The maps need not be drawn to scale but shall show linear and angular measurements and other necessary data.

In filling in the table in section II the reviewer will enter in column (1) the farm numbers and in column (2) the field letter of each field remeasured. If entries are to be made for more than four fields, the table may be extended. The reporter's measured acreage of each field shall be transferred to column (3) from the table in section II of the farm report. The reviewer will enter in column (4) the acreage he obtains in remeasuring each field. In cases where the farm reporter's measured acreage for a field is in error, on the basis of the reviewer's remeasurement, the number of acres by which the farm

reporter's measured acreage is in error shall be entered in column (5). The entry in column (5) shall be preceded by a plus (+) or a minus (-) sign, depending upon whether the farm reporter's measured field acreage is above or below the acreage determined by the reviewer. If the entries in columns (3) and (4) are the same, the entry in column (5) shall be zero (0).

After all entries have been made in columns (1) to (5) of the table, columns (3), (4), and (5) shall be totaled. In totaling column (5) plus and minus signs should be disregarded. Thus, if the entries in column (5) were -2, 0, +4, and -1, the total would be 7.

After the table has been filled in and totals computed, entries should be made in the three items in section II. The entry in item 1 shall be the total number of fields remeasured by the reviewer in making the spot check of the farm reporter's work. The entry in item 2 shall be the total number of fields for which either a plus or a minus entry is made in column (5) of the table. In item 3 the reviewer will enter the percentage by which the farm reporter's measurements are in error. This percentage shall be computed by dividing the total of column (5) by the total of column (4).

In section III the farm numbers and names of owner and operator, as well as the data for columns (1) and (2) of the table, may be entered in the county office. The field letters and the farm reporter's description of crop and land uses, and soil-building practices adopted, shall be obtained from section II of the farm report. The reviewer shall enter his descriptions of crop and land uses and soil-building practices adopted in column (3) after he inspects the farm. In item 1, below the table, he will enter the total number of fields reinspected. Next the reviewer shall determine, on the basis of his reinspection, the number of such fields for which the description entered by the farm reporter might have led to an incorrect classification. The number of fields so determined to be incorrectly described shall be entered in item 2. The reviewer shall then enter in item 3 the percentage of the reinspected field incorrectly described by the farm reporter. This percentage shall be computed by dividing the entry in item 1 by the entry in item 2.

After all entries have been made on the check sheet for the farms reinspected, the form should be signed by the reviewer, and the date of reinspection entered, in the spaces provided at the bottom of section III. The check sheet shall then be returned to the county office. If the entry in item 3 of section II indicates that the measurements made by the farm reporter are not more than two percent in error, and if it is determined that no crop or land use or soil-building practice adopted is described in a manner that might have led to an incorrect classification, the farm reporter's work may, on the basis of the spot check, be considered satisfactory. However, if the spot check shows that the work of the farm reporter is not up to this standard, the reviewer will submit a report with his recommendations to the county committee.

After reviewing the recommendations of the reviewer and the data on the check sheet, the county committee may determine that further review of the work of such farm reporter is advisable, and the reviewer may be requested to reinspect additional farms. In other cases the county committee may consider it advisable to arrange for addi-

tional instruction for a farm reporter. If, however, a farm reporter's work is found to be below the established standard because of negligence or carelessness, and if additional instructions seem inadvisable, such farm reporter shall be replaced and all farms previously visited by him reinspected.

After completed check sheets have been returned to the county office by the reviewer, the corrections appearing thereon will be transferred to the appropriate farm report. This work will be done only by county committeemen, who will initial their corrected entries.

After the reinspection of farms is completed, a spot check will be made of the work of each clerical assistant in the county office. Approximately two percent of the computations and entries made on farm reports, summaries of performance, and other performance forms by each clerical assistant should be checked by the reviewer. Any incorrect entries or computations should be noted on a separate sheet. A member of the county committee will then make necessary corrections on the appropriate forms and initial the corrected entry. If the reviewer finds that a material number of errors was made by a clerical assistant in the preparation of forms, he should submit a report to the county committee. Such report may recommend that a review be made of all the work done by the clerical assistant doing unsatisfactory work. However, if it appears that errors are due to insufficient understanding of the work, the reviewer may consider it advisable to recommend further instruction. If it is apparent that the work of a clerical assistant is below the established standard due to negligence, carelessness, or lack of interest, he should be replaced.

After the reviewer has completed the check sheet for individual farm reporters, he will summarize the data listed thereon on a County Spot Check Summary, Form NCR-219. In the appropriate spaces above the table he will enter the State and county code numbers and the names of the county and State. In filling in the table one line should be used for the data relating to each farm reporter. The following entries should be made for each farm reporter in columns (1) to (9), inclusive, of the summary, and should be the same as the following entries found on the reviewer's check sheet.

County spot check summary		Should be transferred from the column or item on the reviewer's check sheet indicated below
Column	Entry to be made	
1	Name of reporter.....	Top of front page
2	Number of fields remeasured.....	Sec. II, item 1.
3	Number of fields in error.....	Sec. II, item 2.
4	Reviewer's remeasured acreage.....	Sec. II, total of column (4).
5	Total acreage in error.....	Sec. II, total of column (5).
6	Percent in error.....	Sec. II, item 3.
7	Number of fields reinspected.....	Sec. III, item 1.
8	Number of fields incorrectly described.....	Sec. III, item 2.
9	Percent incorrect.....	Sec. III, item 3.

After all entries have been made on the county spot check summary, all columns in the table shall be totaled. The total of column (1) will be the number of names entered in the column. The entry for the "total" of column (6) shall be computed by dividing the total of column (5) by the total of column (4). Similarly, the total for column (9) shall be obtained by dividing the total of column (8) by the total of column (7). The total for each of the other columns shall be obtained by adding all entries in the column.

It should be noted that the table on the summary may be filled in merely by transferring entries from the check sheets prepared for individual farm reporters. These transfers may be made by clerical assistants in the county office, but the reviewer should carefully check their work to ascertain that transfers have been correctly made.

After the summary has been completed and checked, the reviewer will sign his name on the line under the table and enter the number of days he worked in making the spot check of the work of farm reporters and clerical assistants.

After the county spot check summary has been prepared and signed by the reviewer, an original and two carbon copies shall be typed in the county office. One copy shall be filed in the county office, and the original and one copy shall be signed by the reviewer and forwarded to the State office.

The State office will prepare in duplicate a State summary of spot check work on the basis of the data listed on the summaries submitted by the various counties in the State. The originals of the county summaries and State summary will then be forwarded to the North Central Division in Washington.

PART VI.—PREPARING FARM REPORT IN GROUND TRAVERSE COUNTIES

Farm reporters will visit each farm in the county to ascertain whether any person interested in all or a share of the crops or soil-building practices performed on the farm wishes to participate in the 1938 Agricultural Conservation Program. When it is determined that one or more of such persons wish to participate in the program, the farm reporter will prepare a farm report for the farm in accordance with the instructions contained in this part VI. Where no inspection is desired, a farm report shall be prepared in accordance with the instructions in part VIII.

The farm reporter who visits the farm in connection with the 1938 agricultural conservation program will also determine whether any person who would receive a share of a sugar beet crop at the time of harvest in 1938 wishes to participate in the 1938 sugar-beet program. The farm reporter will prepare a Farming Unit Report, SB-202, for each farming unit with respect to which any person wishes to participate in the 1938 sugar-beet program. Instructions relating to the preparation of SB-202 and the checking of performance under the 1938 sugar-beet program are contained in SB-206 (NCR).

Entries on the farm report in the county office.—Before farm reporters visit farms, clerical assistants in the county office will make entries in sections I and III and in the upper right-hand corner of

the farm report for farms for which measurements were completed in connection with the 1936 or 1937 agricultural conservation program. These data will be entered by farm reporters in the field for farms which were not measured in 1936 or 1937. In the case of farms which were partially measured under previous programs, the county committee will determine whether entries should be made on the farm report in the county office or whether the farm should be remeasured and all data entered in sections I and III by the farm reporter.

Entries made by clerical assistants on the farm report before it is used by the farm reporter shall be made in red. The farm reporter shall make his entries in black for the first check of performance, and a different color, other than red or black, will be used for entries made during any additional check of performance.

Entries made on the farm report in the county office will be verified by the farm reporter who inspects the farm, and, where necessary, suitable corrections shall be made. In making corrections the farm reporter will draw a line through the original entry, place the correct entry above or beside the original entry, and initial the correction.

Data for upper right-hand corner.—Enter in the appropriate spaces in the upper right-hand corner of the farm report the State, county, and minor civil division code numbers, and the farm number or numbers; and, in counties using aerial photography, any aerial enlargement number relating to the farm covered by the farm report.

Map of farm in section I.—The space provided for the drawing of the map is eight inches square with dots spaced one inch apart. If this space is not sufficient, the entire space below the headings and above section II may be used. The map need not be drawn to scale, but shall show linear and angular measurements, as well as the relative size of the fields. In the preparation of the map, solid lines shall be used to designate permanent boundaries, dotted lines to designate field divisions which are not permanent boundaries, and double lines to designate all roads and lanes.

The map shall be prepared either on the basis of information available in the county office, such as the NCR-113, NCR-10, or NCR-203, or by the farm reporter when he visits the farm. Measured field acreages appearing on any map used should be carefully verified and then entered on the map of the farm report. Field acreages shall be used only when they are the result of actual measurements under agricultural conservation programs.

At the time inspection is made the farm reporter shall enter 1938 field letters on the map as follows: Beginning with the letter A in the northwest corner of the map, letter alphabetically to the east boundary. Then drop to the second tier of fields and letter from east to west. Repeat this procedure until letters have been assigned to all fields. Identify all noncrop open pasture with the letter Y and farmstead, roads, lanes, wasteland, etc., with the letter X.

The map shall show either 1938 field acreages or measurements for computing such acreages for all land devoted in 1938 to a soil-depleting crop or use. If these 1938 field acreages are not shown on the map in red, the farm reporter shall make whatever measurements are necessary for computing them and place such measurements on the boundaries or within the angles of the respective fields. Farm

reporters will not compute acreages from their measurements. This work will be done by clerical assistants in the county office.

The farm reporter shall consider as a field any tract of land devoted to a crop or land use, or to a soil-building practice, which is different from that of contiguous land within the same boundaries. Thus, if oats are planted on a 40-acre tract within the same boundaries, and 25 acres of such tract are harvested for grain, and 15 acres are pastured so that the oats do not mature as grain, such tract shall be considered as comprising two fields.

Also, the farm reporter shall consider as a field any tract of land with respect to which the division of the crop, or the contribution to any soil-building practice, is different from that of contiguous land within the same boundaries. For example, if barley is harvested for grain from a 50-acre tract, and if the barley crop on 30 acres of such tract is divided between the owner and the tenant on a 50-50 basis, and if on the remaining 20 acres all of the crop goes to the owner, the two such acreages of barley will be considered as separate fields.

A tract of land devoted to the production of one crop, one land use, or one soil-building practice, will be regarded as two fields if it is divided by a lane, fence, or other permanent boundaries. Thus, if corn is grown on a 50-acre tract which is divided by a fence, each part of the tract will be considered as a separate field.

Identification of farm in section III.—Entries shall be made in this section by clerical assistants from information available in the county office, except that the farm reporter shall make entries for farms which have not participated in previous agricultural conservation programs.

In filling in section III, enter in item 1, in the space provided therefor, the location of the farm. In item 2 enter the total acreage in the farm and the legal description. If this description is too extended, it should be summarized.

1938 history of fields in section II.—The farm reporter and farm operator shall visit and inspect all fields on the farm and jointly estimate the acreage. Each field should be considered in turn beginning at the northwest corner of the farm with field A. The reporter shall then enter in column (d) the crop planted or the land use, followed by the disposition made of the crop or a description of the use made of the land.

For example, a field planted to corn might be described in column (d) as "Corn for silage," "Corn for forage," "Corn hogged down," or as "Corn sown and plowed under as green manure." A field planted to oats might be described as "Oats for grain," "Oats for hay," "Oats pastured—grain formation prevented," or as "Oats plowed under as green manure." Where land has been planted to wheat between August 1, 1937, and July 31, 1938, the description should, in addition to giving the use made of the crop, indicate whether it was spring wheat or winter wheat. Examples of such entries are: "Winter wheat, pastured April 15 to present, grain formation prevented," "Winter wheat, winter killed—land plowed April 10," "Winter wheat, harvested for grain," "Spring wheat, harvested for grain," "Spring wheat—failed."

The description of a field summer fallowed might be: "Fallow wind eroded," or "Fallow erosion controlled." The name of the type

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of tobacco, such as "Burley" or "Dark air-cured" should be indicated when an entry is made with reference to tobacco.

In the commercial corn-producing area, if any fields have been devoted to sweet corn, indicate whether such crop is: (1) contracted to be sold for canning, (2) sold for canning, (3) sold for roasting ears, and (4) sold or to be used as seed. In the commercial corn-producing area, if any fields have been devoted to popcorn, indicate whether such crop is: (1) sold as popcorn, or (2) to be sold or used as seed.

For farms on which cotton is seeded in 1938 indicate whether such crop has reached the stage of growth at which bolls are first formed.

If a field is planted to two or more crops for harvest in 1938, enter the name of each crop planted and indicate whether such crops reached maturity. For example, an entry made with respect to such a field might be: "Sugar beets failed—planted to corn."

In column (e), if a soil-building practice was carried out, enter a description of such practice, together with the type of evidence offered to substantiate it. If a Form NCR-221, or receipts for seed or material purchased, have been filed in the county office, or if such evidence is attached to the farm report, a notation to that effect should be made.

The farm reporter shall ascertain whether any portion of the labor, seed, trees, and materials used for any soil-building practice is furnished free by any Federal or State agency, and indicate on the appropriate line in column (e) the percentage so furnished. Where a farm is operated under an agreement with the Soil Conservation Service, Form ACP-74 will be completed by the Soil Conservation Service, which completed form will show the percentage of any practice furnished by the Soil Conservation Service.

The farm reporter shall not use more than one line for the description of a single field merely because such field is devoted to more than one crop, land use, or soil-building practice. However, if, with respect to a single field, a crop, or the contribution of labor and material to a soil-building practice is in a different proportion from any other such crop, or any other such contribution to a soil-building practice on the field, enter the description for such crop or soil-building practice on a separate line. For example, if the owner and tenant share in the oats harvested on field A on a 50-50 basis but the owner contributes only 25 percent of the material and labor to the application of limestone, "Oats for grain" will be entered on one line in column (d) and "15 tons limestone applied September 18" will be entered in column (e) on the following line.

The estimated acreage for field A should then be entered in column (a). In case the acreage for this field is entered in section I, it should be transferred as the estimated acreage. Where no acreage is entered in section I, the farm reporter and operator should jointly estimate the field acreage. If the farm reporter and the operator do not agree on the acreage, the operator's estimate shall be entered in column (a), and the farm reporter shall measure the field and enter the measurements on the respective boundary lines of the field in section I, except for X or Y land, in which case the operator's estimate will be entered in column (a) and the farm reporter's estimate entered in column (e). In addition, all soil-depleting crops

for which acreages have not been entered in section I shall be measured.

Enter in the space at the top of a subcolumn in column (f) the initials of each person who receives a share of the crops or who contributes to a soil-building practice on the farm in 1938. If two persons have the same initials, indicate their names in a footnote. Enter in the appropriate column the percentage share which each person has in the crop or the percentage of labor and material he contributed to the soil-building practice. In determining percentage shares of a soil-building practice where two or more persons contributed to the carrying out of such practice, each person contributing to the practice will be deemed to have contributed equally to the units, unless the persons establish to the satisfaction of the county committee that their contributions are not in equal proportion.

The procedure outlined above should then be followed for each field in alphabetical order as lettered on the map in section I. In addition to the foregoing, the following instructions should be followed in filling out this table:

COLUMN (a).—The acreage will be entered only once for each field in order that there be no duplication of acreage. Such acreage shall be entered on the line where the field letter first appears.

After the estimates have been entered in column (a) for all fields on the farm, the farm reporter will add the figures in the column. The total should agree with the entry in item 2 of section III. If this does not agree, the farm reporter with the operator should reestimate the field acreages in question so that they equal the total acreage in the farm as shown in item 2, section III.

COLUMN (b).—Enter in alphabetical order the 1938 field letters assigned to the fields in the farm. The letter for each field shall be repeated on separate lines in this column as many times as crop uses or soil-building practices are entered on separate lines in columns (d) and (e) for the field.

COLUMN (c).—The farm reporter shall make entries in column (c) only when he and the operator do not agree on the estimated acreage of X or Y land.

After inspecting the acreage the farm reporter will enter in the space provided therefor the grazing capacity, in terms of animal units, that he will recommend to the county committee for the non-crop open pasture land. An animal unit means one cow, one horse, five sheep, five goats, two calves, two colts, or the equivalent thereof.

Enter in the space provided below the table in section II the acreage of commercial vegetables grown on the farm in 1936 and 1937. If no commercial vegetables were grown on the farm in 1936 or in 1937, enter a zero (0) in the appropriate space. By commercial vegetables is meant the acreage of vegetable or truck crops (including potatoes, on farms where a potato acreage allotment is not established, sweet potatoes, tomatoes, sweet corn, melons, cantaloupes, strawberries, and commercial bulbs and flowers, but excluding peas for canning and sweet corn for canning, and artichokes for use other than as vegetables) of which the principal part of the production is sold to persons not living on the farm. If two or more crops of commercial vegetables were grown on any number of acres during any 1 year, such number of acres shall be counted only once.

Enter in the spaces provided therefor below the information relative to commercial vegetables the number of milch cows which have produced milk any time during the preceding twelve months and the usual number of milch cows on this farm during the period 1933-37. In determining the number of such cows for the period 1933-37, years in which the number of such cows was substantially above or below the normal number should not be taken into consideration.

Data for section IV.—The farm reporter will fill in the table in this section at the time the farm is inspected.

Enter in column (a) the name of each person sharing in the crops or contributing to the soil-building practices on the farm. In column (b) indicate whether such person is an owner, tenant or sharecropper, and in column (c) enter the address at which he receives his mail. In columns (d) and (e), respectively, enter the number of other farms in the county, and the number of farms in other counties in the State, with respect to which each such person is entitled to receive all or a share of the crops in 1938.

Data for section V.—Entries in this section shall be made only for farms in the wind erosion area, which includes certain designated counties in Nebraska and South Dakota. For these items the farm reporter shall estimate acreages by using measurements made on adjoining cropland and by further visual inspection.

Enter in item 1 the number of acres of restoration land on which conservation measures specified by the county committee are carried out.

Enter in item 3 the total acreage of native sod, or any other land which has been cropped but is not classified as cropland or pasture land, which has been broken out during the period November 1, 1937, to October 31, 1938, inclusive.

Enter in item 4 the total acreage of cropland, in addition to that designated as restoration land, which has been restored to permanent pasture.

Section VI. Certifications.—The farm reporter shall obtain the signatures of at least one of the persons eligible to share in the payments. Wherever practicable, the signatures of all such persons should be obtained. The farm reporter should review the entries in sections I to VI, inclusive, with any person who signs the farm report, to make certain that such person is satisfied that the entries are correct. The date shall be entered for each signature in the space provided therefor.

It should be pointed out by the farm reporter to any person signing the farm report that only one check of performance will be made in 1938, unless *additional soil-building practices are carried out, or changes in land uses are made, which will affect the performance under the 1938 Agricultural Conservation Program, and such person immediately notifies the county agricultural conservation committee in writing, so that further check of performance may be made.*

The farm reporter shall enter the date of the first inspection and sign in the space provided for his signature. If a second inspection is necessary, the farm reporter shall enter in the spaces provided therefor the date of such inspection and his signature.

Section VII. For use by farm reporters only.—This section is for the use of the farm reporter. He shall fill in this section if, in

his opinion, certain fields of the farm should be reinspected either because additional soil-building practices will be carried out or because changes will be made in crop or land uses which will affect the performance under the 1938 agricultural conservation program. The farm reporter will enter the field letter of any such field, and a brief description of the reasons for reinspection.

Section VIII. Remarks.—The farm reporter may use this section to enter any remarks he wishes to make regarding the check of performance for the farm. The following specific information will be entered along with other remarks in this section:

The farm reporter will inquire as to whether any changes were made in the 1938 leasing agreement from that of 1937, or whether there was any reduction in the 1935-37 average number of share-tenants or sharecroppers on the farm which would increase the proportion of the landlord's payment, or whether any scheme or device has been employed by any person the effect of which is to deprive another of a payment to which he normally would be entitled. Any such changes should be noted and full explanation made regarding such changes.

Where the acreage planted to corn, wheat, cotton, and rice is less because of flood or drought, and in cases where the acreage planted to cigar filler and binder tobacco is less because of flood, drought, or plant-bed diseases, the farm reporter shall list the field letter, the acreage not planted, the reasons why it was not planted, and the percentage division of such crop if it had been planted. If corn, cotton, rice, wheat, tobacco, potatoes, or general crops are not harvested in 1938 on the farm, or if due to crop failure the acreage of such crops is reduced sufficiently to materially affect the share of any person in these crops, the farm reporter shall list the field letter, the acreage of crop failure, and the percentage division of the crop if it had been harvested.

If no wheat was planted on the farm for harvest in 1936, 1937, and 1938, the farm reporter should ask the operator if he wishes to have a wheat acreage allotment established for such farm for wheat to be planted thereon for harvest in 1939. If the operator wishes to have such a wheat acreage allotment established, the farm reporter should ascertain the number of acres requested and enter the following information in remarks, "New Producer, 1939 wheat acreage allotment requested in the amount of ——— acres."

Review of the farm report in the county office.—For purposes of review a check sheet may be prepared in the county office for each farm report.

The clerical assistants will examine and carefully check all entries on the farm reports for completeness and accuracy after they are returned to the county office.

If any entry on the farm report is not clear, complete, and accurate, such entry should be indicated on the check sheet so the farm reporter will know what additional or corrected information is needed. The farm report and the check sheet relating thereto should then be returned to the farm reporter with sufficient instructions to enable him to explain, complete, or correct entries in doubt. No original entry made on a farm report shall be erased. As heretofore indicated, in making corrections a line shall be drawn through the original entry, the correct entry shall be placed above or beside the original entry, and the correction shall be initialed.

Farm reports which are forwarded to farm reporters for correction should be returned to the county office within a reasonable length of time.

After the farm report has been checked and it has been determined that such farm report is satisfactory, the clerical assistants will transfer to section II, column (c), the acreage of each 1938 field which is identical with the acreage of such field measured and calculated in connection with previous agricultural conservation programs. The clerical assistants will compute the field acreages for all fields which were measured in 1938 by the farm reporters inspecting the farm and will enter such acreages in section II, column (c). The clerical assistants will also transfer from column (a) to column (c) acreages for all other fields except fields on which the farm reporter and the operator were in disagreement and the farm reporter has already entered his estimate in column (c). The figures in such column should then be added, and such total should equal the total acreage of the farm entered in section III, item (2).

All calculations pertaining to entries to be made in section II, column (c) shall be carried to two decimal places and before entering they shall be rounded to one decimal place. In rounding numbers to one decimal place, fractions amounting to five hundredths (0.05) or less shall be dropped, and fractions amounting to six hundredths (0.06) or more shall be considered as a tenth of a unit.

Additional Check of Performance.—Forms with respect to farms requiring a further check of performance because additional soil-building practices have been carried out or because changes were made which will affect the performance under the 1938 agricultural conservation program should be returned to the farm reporter later in the fall. The second check of performance should then be made by the farm reporter.

The farm reporter shall be required to use a different colored pencil to identify entries made at this time. In cases where a change has been made in crop or land use or where an additional soil-building practice has been carried out which requires the division of a field into two or more parts, such parts shall be distinguished by adding numbers to the original field letter. Thus, if it is necessary to divide field A into two parts, the two parts would be identified as field A₁ and field A₂.

All entries made as a result of the second check of performance shall be checked in the county office in the same manner as the original entries.

PART VII.—CHECKING PERFORMANCE IN AERIAL MEASUREMENT COUNTIES

The instructions in part VI relating to ground traverse counties are applicable to aerial counties except as specifically modified herein. The State committee shall make provision for the necessary schools of instruction as soon as possible after receipt of aerial photographic enlargements, necessary forms, and instructions pertaining to their use.

A map of the farm should not be drawn in section I of the farm report, NCR-217, as the enlargement more adequately serves the purpose.

Clerks in the county office will planimeter all cropland and land in orchards as well as land on which soil-building practices are carried

out, the units of which practices are to be determined on a per-acre basis. X and Y land will be estimated by the farm reporter.

The Farm Reporter's Daily Report will be used by the farm reporter in accordance with instructions contained in part IV. A column shall be added in section II of the Farm Reporter's Daily Report to permit entries of any enlargement numbers.

In addition to the instructions set forth in connection with ground traverse counties, the county schools of instruction should provide training pertaining to—

(a) the marking of farm and field boundaries and the lettering of fields on the enlargement;

(b) the use of landmarks, such as trees, bordering field divisions, etc., as shown on the enlargement, to obviate the necessity of additional measurements; the preparation of sketches relating thereto to be made in the space provided for the map in section I of the farm reports; and

(c) the procedure to be followed regarding sketching of fields in section I of the farm report wherever measurements are required.

The county committee in cooperation with the State committee shall provide for the selection and training of planimeter operators who will determine field acreages in the county office. No person should be recommended by the county committee for this position unless it is evident that he clearly understands planimetry and has demonstrated his ability to do this type of work. At the close of the training school the county committee should submit to the State committee for approval a list of the persons who are recommended as planimeter operators. The State committee should transmit as soon as possible to the county committee a list of the persons approved to act as planimeter operators.

The enlargements on which farms will be identified and from which the acreages of fields will be determined are made to a scale of 1 inch equals 660 feet (8 inches equal 1 mile), and 1 square inch equals 10 acres. Each enlargement overlaps all bordering enlargements, thereby making it unnecessary to identify farms near the edge of the enlargement. All enlargements are numbered and will be identified by county and township names and township, range, and section numbers. Identification entries will be placed on the enlargements before they are transmitted to the county office. All entries on the enlargement are so placed as to cause the north side to be the top side, and all section numbers entered approximately in the center of the sections.

The county index map shows the number of the enlargement covering each section in the county and is prepared in the State office by placing the enlargement number in each section on a county plat or highway map.

County office procedure.—Enlargements and a county index map will be transmitted by the State office to each new aerial county in which enlargements will be used to determine performance. New enlargements and, if necessary, a revised county index map will be transmitted by the State office to the counties which have used enlargements to determine performance in connection with previous programs.

Upon receipt of the enlargements and index map in the county office, the accompanying Form AP-6 should be checked and one copy receipted and returned.

The clerical assistants will prepare farm reporters' index maps by tracing from a county map the area to be assigned to each farm reporter. Enter in each section of the farm reporter's index map the section number and the number of the enlargement covering such section. At the top of the index map enter the name of the township and the name of the farm reporter to whom such index map is assigned.

Areas in more than one township should not be assigned to one farm reporter unless absolutely necessary.

When not in use, enlargements must be filed in a dust-proof cabinet for protection from dirt, breakage, scratches, and moisture, and shall not be rolled or folded. They should be filed by townships wherever possible and should be turned face down and weighted to prevent curling. Enlargements shall not be rolled or folded.

The following form should be prepared in the county office for the purpose of maintaining a record of enlargements assigned. Additional columns may be added if necessary.

Record of photo enlargement assignments

Enlargement No.	First assigned to—		Date re- turned	Second assigned to—		Date re- turned
	Name	Date		Name	Date	
(1)	(2)		(3)	(4)		(5)
-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----

COLUMN (1).—Enter in numerical order or by townships all enlargement numbers.

COLUMN (2).—Enter the name of the farm reporter to whom enlargement was first assigned and the date of such assignment.

COLUMN (3).—Enter the date the enlargement is returned to the county office.

COLUMN (4).—Enter the name of the farm reporter to whom enlargement was second assigned and the date of such assignment.

COLUMN (5).—Enter the date the enlargement is returned to the county office.

Equipment for farm reporter.—Each farm reporter should be equipped with the following:

(1) Two plywood or composition boards of the size prescribed by the State committee. Such boards should be hinged together. The enlargement should be fastened to one of the boards and the farm report to the other in such a manner as to afford protection to both when the boards are closed. The enlargement should be kept covered when not in use. Only one enlargement should be placed on the board for use in the field, and enlargements in the possession of the farm reporter but not actually in use shall be suitably protected.

(2) Three automatic-type pencils fitted with high quality black, blue, and red leads. Extra leads and erasers should be carried. *Indelible pencils must not be used.* The pencil with the red lead shall

be used for designating farm boundaries and placing field letters, farm numbers, field arrows, and hook-up marks on the enlargements. The pencil with the black lead shall be used for making all original entries on the farm report. It is important that these leads be kept sharply pointed at all times. A piece of fine sandpaper may be used for this purpose.

(3) One tape and 11 pins, or other measuring equipment approved by the State committee.

(4) A sufficient number of clamps or other devices to be used in holding enlargements firmly on the plywood or composition boards.

(5) Enlargements covering the territory assigned to the farm reporter.

(6) A farm report for each farm to be visited.

(7) Farm Reporter's Daily Reports (NCR County No. 6) with column for enlargement numbers. If parts of a farm appear on more than one enlargement, all such enlargement numbers shall be entered on the Farm Reporter's Daily Report, and also in the space provided therefor in the upper right-hand corner of the farm report.

(8) The index map covering the territory assigned the farm reporter.

(9) A 6-inch straight edge ruler.

Instructions to farm reporter.—The farm reporter will visit each farm in the territory assigned to him, fill in the farm report, ascertain farm boundaries, make the measurements necessary to establish field boundary lines, make such sketches of fields in section I of the farm report as are necessary, identify and mark field boundary lines on the enlargement, and place the farm number and 1938 field letter on the enlargement for each field inspected.

Overlap of the enlargements along the line of flight and between adjacent flight lines will make it possible for a farm appearing on the edge of one enlargement to be found nearer the center on some other enlargement. Farms inspected should be identified on the enlargement on which such farms appear nearest the center of the enlargement.

The farm reporter shall determine performance on such farms in his assignment as appear on one enlargement and return such enlargement, together with the related farm reports, to the county office for review before proceeding with the inspection of farms on other enlargements. If the work of the farm reporter is found satisfactory, he should proceed with the inspection of farms in his assigned territory. If the work of the farm reporter is found to be unsatisfactory, he should be given additional instruction or replaced by another person.

Enlargements shall not be mailed to the county office. Individual photo enlargements shall be returned to the county office as quickly as practicable after the determination of performance is made for the farms on such enlargement.

If the enlargement necessary to complete the report of performance for a farm is not in the possession of the farm reporter, a proper notation shall be made in the "remarks" column of the Farm Reporter's Daily Report. Complete inspection of the farm will be delayed until the county office has secured and reassigned the required enlargement.

Farm reporters should plan their routes for succeeding days and should, insofar as possible, notify the farmer one day in advance that the farm is to be visited.

Marking farm boundaries on the enlargement.—Boundary direction changes on the farm should be indicated. Marks should extend about $\frac{1}{4}$ inch from the corner of the farm parallel to the boundary line in each direction. Such marks should be placed just inside the field line in such a manner as not to obscure the margin of the field.

Marking field boundaries on the enlargement.—Arrows should be drawn at right angles to boundaries of each field for which a field letter has been assigned in column (b), section II, of the farm report. The points of such indicating arrows should barely touch the field boundary line. Draw only one arrow at right angles to each field boundary line when such boundary line is clearly defined.

If field boundary lines are not clearly defined, the farm reporter should determine such boundary lines by inspection and place sufficient arrows to clearly indicate the boundary line. If a boundary line cannot be determined by inspection, the necessary measurements should be made and entered on a sketch on such field drawn on the farm report.

Establishing field boundary lines not indicated on the enlargement.—Field boundary lines not indicated on the enlargements may be established by the use of landmarks such as fences, roads, or buildings, providing the landmarks used are clearly shown on the enlargement. In such cases a sketch of the field should be made in section I of the farm report and the landmarks placed in approximate position with reference to such field. A brief description of each landmark, such as "small tree," or "fence line," should be entered beside such landmark sketches. The field divisions should be clearly indicated on the sketch and such divisions assigned a field letter. The corresponding letters should be entered on the enlargement in the northwest corner of each portion of the field to be divided.

Procedure for making measurements to establish field boundaries.—In section I of the farm report, sketches shall be made of fields for which measurements are necessary. Such sketches shall be made from the original field boundary lines, as shown on the enlargement. The 1938 field letters shall be entered on such sketches and then transferred to column (b), section II, of the farm report. Entries pertaining to measurements should not be made on the enlargement. If division of a field shown on the enlargement is necessary, such measurements should be made and entered on the sketch as are necessary to permit the new field division to be established by the county office. If changes in field boundary lines are such as to include all of one field and parts of another field or fields, all such fields shall be sketched in section I of the farm report and necessary measurements made to permit the establishment of the new division lines by the county office. All fields sketched in section I of the farm report should be indicated by solid black lines. The new field boundary lines should be indicated on such sketches with broken black lines.

In most cases it will be necessary to make measurements at each end of the division line in order to establish accurately the new field boundary line. More than two measurements will be needed if the line to be established is not a straight line.

The farm reporter should examine the enlargement to establish clearly defined points from which the measurements shall be made. The selection of each starting point will be governed by the sharpness and clearness of the point as shown on the enlargement. The farm reporter should carefully select such starting points, since the clerical assistants in the county office scale from the same point on the enlargement. After the measurements have been made, they shall be entered on the sketch of the field, with arrows in black indicating the points of measurement. A notation shall be made on the sketch, describing the point from which measurement was started, such as "measured from crop line," "measured from fence line," or "measured from the center of the road." *The measurements will be scaled in on the enlargement in the county office.* Field letters corresponding to the field letters entered on the sketches should be placed on the enlargement by the farm reporter to designate properly such fields prior to scaling in the division line by the county office.

Lettering the field on the enlargement.—The farm reporter will assign 1938 letters to the fields beginning with letter A in the northwest corner of the farm and will continue the lettering to the east boundary; then dropping to the next tier of fields he will letter those fields from east to west, and so on until all fields of the farm have been assigned field letters. The farm reporter shall transfer the field letters entered in red on the enlargement to column (b), section II, of the farm report.

County office equipment.—County office equipment should include the following:

- (1) One or more planimeters;
- (2) Magnifying or reading glasses for making planimeter and scale readings;
- (3) Enlargement filing cabinet;
- (4) Large table;
- (5) Adjustable desk lamps;
- (6) Transparent straight-edge rulers or triangles;
- (7) One 12-inch and two 6-inch flat, white enameled, beveled-edge scales, 66-divided;
- (8) Automatic-type pencils with black, blue, and red leads;
- (9) Suitable county map.

Procedure in the county office after enlargements have been returned by farm reporters.—Enlargements and related farm reports returned to the county office should be reviewed and enlargements or farm reports with indefinite, incomplete, or incorrect entries should be reassigned to the same farm reporter for completion or correction.

Each farm should be identified on the enlargement on which such farm appears nearest the center. If identifications have not been made in this manner, the planimeter operator should transfer the farm and field identifications to the enlargement on which such farm or portions thereof are most advantageously shown and the new photo enlargement number entered in the appropriate space on the farm report. If such transfers are made, the planimeter operator should enter in red the following notation on that portion of the farm on the enlargement which will be identified on another enlargement: "See enlargement number —."

Determination of field acreage.—Field acreages used in connection with the 1937 agricultural conservation program when determined from enlargements shall be used whenever possible.

Only the area within the crop line of fields should be determined. A planimeter should be used to determine field acreages in accordance with the instructions for use of the planimeter. Clerical assistants should initial each form on which they make computations or which they review.

Instructions for the use of the planimeter.—The planimeter is a precision instrument and should be handled with care at all times. The measuring roller, and the axle and bearings holding the roller in position, are the most delicate parts of the planimeter. Since dust will act as an abrasive and wear down the roller edge of the instrument, a dry, clean cloth should be used to wipe the dust from the enlargements before planimentering. The instrument should be kept free from moisture. The operator's fingers should not touch the roller edge, and the instrument should be lifted only by its arms. The instrument should always be lifted and never dragged into a new position and should be placed in its case when not in use.

Planimetering fields on the photo enlargement.—In setting up the planimeter preparatory to measuring any particular area no special adjustments are required for instruments with fixed pole and tracer arms. The instrument is set in position for planimetry by placing the tracing point of the instrument near the center of gravity of the area to be measured with pole and tracer arms at a right angle, and by selecting a pole position by rotating the instrument about the tracer point and center of the figure until the boundaries of movement best meet the above requirements. The tracer point should then be moved to a mark made on the perimeter of the figure and a reading taken. The tracer point is then moved clockwise around the perimeter of the field until a complete circuit has been made. The reading of the measuring wheel is again noted and the second reading recorded above the first reading.

Each field should be planimetered three times and the readings taken should be recorded one above the other in the order taken to permit the subtraction of the first reading from the second, the second reading from the third, etc. Average the results of the three subtractions if the results of the subtractions do not vary more than three one-hundredths (0.03) of a square inch. If the variant shown by any one of the subtractions is greater than three hundredths (0.03) of an inch from that of any other, the field should be replanimetered until the resultant variants of three consecutive subtractions show three hundredths (0.03) of an inch or less. Whenever the result of the first circuit indicates that an area is less than 5 acres, two additional circuits shall be made before the reading is recorded. This procedure shall be repeated twice and two additional readings obtained and recorded. Readings shall agree within three-hundredths (0.03) of a square inch as set forth in the preceding instructions. These readings shall be averaged and the average divided by three to obtain the field acreage. 1938 field acreages shall be entered in column (b), section II, of the farm report.

Special effort should be exercised to trace the crop boundary lines of the field as accurately as possible with the tracing point of the

planimeter. Head lands and land along fences not in crop will usually be either darker or lighter than the cropland.

The field letter of each field to be planimeted shall be placed in section I of the farm report immediately to the right of the dotted area, or in other available space in section I, and the planimeter readings with resulting computations entered to the right of such letter.

All adjustable planimeters should be set to read in square inches. The scale of the photo enlargements, one inch equals 660 feet, makes it possible to determine the acreage directly from the planimeter readings by moving the decimal point one place to the right in the average of the subtractions. For example, if the average of the subtractions is 2.15 square inches, the acreage will be 21.5. Further instructions relative to planimetry may be issued by the State committee.

Farms requiring an additional check of performance.—Farm reports and enlargements covering farms which require an additional check of performance because further soil-building practices have been carried out or because changes were made which will affect the performance under the 1938 agricultural conservation program or the 1938 sugar beet program should be returned to the farm reporter who made the original inspection. In making additional check of performance necessitated by split fields, such sketches and entries of measurements shall be made in blue pencil in accordance with the instructions contained herein. The field letter originally assigned to the field, followed by a subnumeral, will be entered in each portion of the sketched field. Such letters with subnumeral shall be entered in the sketch in blue and should not be entered on the enlargement. These field letters with subnumerals shall then be entered in column (b), section II, of the farm report, followed by appropriate entries in the remaining columns.

PART VIII.—DATA FOR NONPARTICIPATING FARMS

If, after interviewing the operator and finding approximately the crops which have been planted and the soil-building practices performed, it appears that no payments have been earned, and the operator indicates that he does not desire an inspection of the farm, a farm report shall be prepared as follows:

Make the necessary entries in the upper right-hand corner.

Section I.—Print or write in large letters across the top of Section I "No inspection desired." It will not be necessary for the farm reporter to draw a map in this section. However, if any Burley, or dark air-cured tobacco, or cotton is planted on the farm in 1938 the fields on which such crops are planted should be outlined on a sketch of the farm in section I and the linear and angular measurements entered thereon.

Section II.—All crops planted, together with the disposition thereof, shall be entered in column (d). The total acreage of each of such crops shall be entered on the same line in column (a). These acreages should be the operator's estimates, and if he refuses to give them, the estimates of the farm reporter.

No entries shall be made in columns (b), (c), (e), and (f), except for Burley, or dark air-cured tobacco or cotton for which it will be necessary for the farm reporter to determine the percentage divi-

sions of such crops in order that these percentages will be available for use in determining marketing quotas for the individuals sharing in such crops. Column (f) should be filled out for all such farms.

The number of milch cows now on this farm and the usual number of milch cows on this farm in the years 1933 to 1937, inclusive, shall be placed in the blanks provided below the table.

Sections III and IV.—These sections should be filled out in accordance with instructions in part VI.

Sections V, VI, and VII.—No entries shall be made in sections V, VI, and VII.

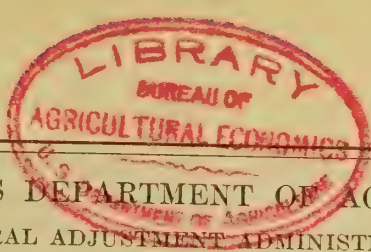
Section VIII.—The farm reporter shall enter the names of the person or persons interviewed, the date of such interview, and the reasons given by them why they did not participate in the 1938 agricultural conservation program, also any suggestions which he or the persons interviewed wish to make regarding how future programs should be planned to make them more effective and more acceptable to farmers. Any other remarks the farm reporter wishes to make regarding the farm or its operation may be placed in this section.

The following statement shall be made at the end of this section:

I hereby certify that the information contained herein is correct to the best of my knowledge and belief.

(Date)

(Signature of farm reporter)



JUL 28 1938

N75F

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER THE PROVISIONS OF THE 1938 AGRICULTURAL CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION

(Supplement No. 1)

NCR-215, issued May 25, 1938, is hereby amended as follows:

1. Part VI—Preparing Farm Report in Ground Traverse Counties—the second complete paragraph on page 12 is hereby amended to read as follows:

For farms on which cotton is seeded in 1938 indicate whether such crop has reached the stage of growth at which bolls are first formed. If such crop does not reach the stage of growth at which bolls are first formed, indicate whether such crop was seriously damaged or destroyed by flood, drought, hail, insects, or uncontrollable natural causes.

2. NCR-215 is amended by the addition at the end of Part VIII of the following new Parts IX and X:

PART IX—PREPARATION OF NCR-220, SUMMARY OF PERFORMANCE

The Summary of Performance, NCR-220, hereinafter referred to as the Summary, will be used to summarize the data obtained for each participating farm on the Farm Report, NCR-217. In addition to the Summary, the Supplement to the Summary of Performance, NCR-220A, hereinafter referred to as the Supplement to the Summary, must also be prepared in the following cases:

(1) Where more than two persons share in the soil-depleting crops, other than sugar beets, on the farm, or where more than two persons have contributed to the carrying out of soil-building practices on the farm.

(2) Where there is more than one field on the farm of any special crop (cotton, rice, tobacco, wheat, if a wheat acreage allotment is established for the farm, corn in the commercial corn-producing area, or potatoes in the commercial potato-producing area), and such crop in one field is divided differently from that in another field.

(3) Where there is more than one field on the farm of general crops and the general crop in one field is divided differently from that in another field.

(4) Where more than one soil-building practice is carried out on the farm and the share which one person contributed to the carrying out of one of such practices differs from the share which such person contributed to the carrying out of another of such practices. For the purpose of this item (4) the carrying out of the same practice twice on the same field or the carrying out of the same practice on two different fields will be regarded as two different practices.

Clerical assistants in the county office will prepare the Summary and the Supplement to the Summary. Clerical assistants must be thoroughly familiar with the provisions of NCR-201, particularly the provisions relating to the classification of acreage, the acreage deemed to be planted to a crop, and the provisions relating to payments and deductions. A thorough understanding of these provisions and of the instructions in NCR-215 is necessary in order to prepare and review the Summary and the Supplement to the Summary accurately.

Both the Summary and the Supplement to the Summary will be prepared in duplicate by clerical assistants. Every precaution should be taken to prepare these forms accurately, since they will be used in the preparation of the application for payment. A hard lead pencil should be used in making all entries on the Summary and the Supplement to the Summary.

Enter on the appropriate lines in the upper right-hand corner the State and county codes, the name of the minor civil division in which the farm is located, the minor civil division code, the farm number, and the aerial photograph number, if any.

SECTION I—*Persons sharing in crops or contributing to soil-building practices.*—Enter on a separate line in Section I the data relating to each person sharing in the soil-depleting crops, exclusive of sugar beets, or contributing to the soil-building practices carried out on the farm.

Obtain the data for columns (b), (c), and (d) from Section IV of the farm report. Where it is necessary to prepare the Supplement to the Summary make no entries in columns (e) to (i), inclusive. Where it is not necessary to prepare the Supplement to the Summary, obtain the entries for columns (e) to (i), inclusive, from Section II, column (f) of the farm report, except in cases where corn, cotton, rice, wheat, tobacco, potatoes, or general crops are not harvested in 1938 on the farm or where the county committee finds that due to crop failure the acreage of such crops was reduced sufficiently to affect materially the division of payments or deductions. In such cases the percentage of each person with respect to each such crop shall be the percentage which the county committee determines would have been such person's percentage of such crop if such crop had been harvested on the farm in 1938 or if the acreage of such crop had not been so reduced. Make entries in columns (e) to (i), inclusive, as follows:

Enter in column (e) the percentage that each person contributed to the carrying out of soil-building practices.

Enter in column (f) the percentage share of each person in the general crops.

Columns (g), (h), and (i) are provided for entries pertaining to special crops. Use a separate column for percentages pertaining to each special crop. For example, if acreage allotments were established for both corn and wheat, or if there is an acreage of special crops of both corn and wheat, enter the word "Corn" in the heading of column (g) and enter the word "Wheat" in the heading of column (h). Enter in the appropriate column the percentage share of each person in the crop.

Enter in column (a) the application serial number for each person whose name appears in column (b). Obtain such application serial

numbers from Form NCR-222, "List of Names of Persons Eligible to Execute an Application for Payment with Respect to Only One Farm," or Form NCR-222A, "List of Names of Persons Eligible to Execute an Application for Payment with Respect to More Than One Farm."

SECTION II—*Classification of soil-depleting acreage.*—Obtain the acreage entries for Section II, columns (b) to (f), inclusive, from Section II, column (c) of the farm report except in cases where the farmer has planted soil-depleting crops on the basis of measurements of fields made under the 1936 or 1937 Agricultural Conservation Program, which previous measurements are determined to be different from those made in 1938 and have resulted in 1938 in unintentional overplanting, or underplanting. In such cases the acreage measurements relied upon and made under the previous programs shall be entered in Section II, columns (b) to (f), inclusive, and a notation made on the farm report in Section II as to why such previous acreage measurements were entered. Enter in Section II of the Summary only the acreages of fields which are classified as soil-depleting. In order to determine what acreages are classified as soil-depleting, Section XII of NCR-201 must be followed. For each soil-depleting crop or land use listed in column (a), enter on the same line in columns (b) to (f), inclusive, the acreages of the fields devoted to such crop or land use.

If any field is planted to a general crop and such field is classified as having been devoted to another soil-depleting crop, do not make any entry for such general crop.

With respect to sugar beets and all special crops for which an acreage allotment is established except Burley and dark air-cured tobacco, it will be necessary to determine and enter in Section II the acreage which is deemed to be planted to these crops. The acreage planted to cotton shall be deemed to be that acreage which is seeded to cotton classified as soil depleting, and also, for the purposes of this provision, that acreage seeded to cotton which is seriously damaged or destroyed by flood, drought, hail, insects, or other uncontrollable natural causes but is not classified as soil-depleting. The acreage planted to corn shall be deemed to be that acreage which is seeded to corn classified as soil-depleting (excluding (1) any acreage of sweet corn contracted to be sold for canning; (2) any acreage of sweet corn sold for canning or roasting ears; (3) any acreage of sweet corn to be sold or used as seed; and (4) any acreage of popcorn sold as popcorn or to be sold or used as seed). The acreage planted to wheat shall be deemed to be that acreage which is seeded to wheat classified as soil-depleting under subsection B of Section XII of NCR-201. The acreage planted to cigar filler and binder tobacco, potatoes, rice, and sugar beets shall be deemed to be that acreage which is seeded to cigar filler and binder tobacco, potatoes, rice and sugar beets, respectively. Wherever a field is deemed to be planted to sugar beets or to any special crop for which an acreage allotment is established except Burley and dark air-cured tobacco, and the acreage of such field is not classified as having been devoted to such crop, the acreage deemed to be planted to such crop must be entered and circled. For example, fields "A" and "B" each containing 40 acres were both planted to wheat. Both a wheat acreage al-

lotment and a corn acreage allotment were established for the farm. Field "A" was plowed under after May 1, 1938, and was subsequently planted to corn which reached maturity. The wheat on field "B" reached maturity and there was no other corn or wheat planted on the farm. Under the circumstances there would be 80 acres deemed to have been planted to wheat but there would be only 40 acres classified as wheat. In this case, enter in Section II on line 2, "40 (circled)" in column (b), "40" in column (c), "80" in column (g), and "40" in column (h), and enter in Section II on line 1, "40" in column (a), "40" in column (g), and "40" in column (h).

In all cases where any field is planted to sugar beets there must be an entry for such field on line 6 of Section II. If the acreage in such field is classified as sugar beets, the entry for such field *must not* be circled, whereas if such acreage *is not* classified as sugar beets, the entry *must* be circled.

The acreage of land which is devoted consecutively in 1938 to two or more soil-depleting crops shall be counted as follows:

(1) If only one of such crops reaches maturity, such land shall be regarded as devoted to the crop reaching maturity. For example, if field "A" containing 10 acres is first planted to oats which fail, and such field is subsequently planted to grain sorghums which mature, the acreage of field "A" will be classified as grain sorghums. In this case enter in Section II on the line for grain sorghums, column (b), "10."

(2) If none of such crops reaches maturity, or if more than one of such crops reach maturity, and an individual crop acreage allotment is established for only one of such crops, such land shall be regarded as devoted to the crop for which an individual crop acreage allotment is established. For example, if field "B" containing 20 acres is first planted to corn which does not mature and a corn acreage allotment is established and such field is subsequently planted to grain sorghums which do not mature, the acreage of field "B" will be classified as corn. In this case enter in Section II, on line 1, column (b), "20." Also, for example, if field "C" containing 30 acres is first planted to wheat which matures and a wheat acreage allotment is established and such field is subsequently planted to soybeans which mature, the acreage of field "C" will be classified as wheat. In this case enter in Section II on line 2, column (b), "30."

(3) If none of such crops reaches maturity and individual crop acreage allotments are established for two or more of such crops, the land shall be regarded as devoted to the last planted of such crops for which an individual crop acreage allotment is established. For example, if field "D" containing 40 acres is first planted to potatoes which fail and a potato acreage allotment is established and such field is subsequently planted to corn which fails and a corn acreage allotment is established, the acreage of field "D" will be classified as corn. In this case enter in Section II on line 1, column (c), "40," and enter in Section II on line 5, column (b), "40 (circled)."

(4) If two or more of such crops reach maturity and individual crop acreage allotments are established for such crops, the land shall be regarded as devoted to each of the crops which reached maturity and for which an individual crop acreage allotment is established. For example, if field "E" containing 50 acres is first planted to wheat and such field is subsequently planted to corn, both of which

crops reach maturity, and acreage allotments are established for both of such crops, field "E" shall be classified as both wheat and corn. In this case enter in Section II, line 1, column (d), "50," and enter in Section II, line 2, column (c), "50."

(5) If two or more of such crops reach maturity or if none of such crops reaches maturity and individual crop acreage allotments are not established for any of such crops, the land shall be regarded as devoted to the last planted of such crops. For example, if field "F" containing 60 acres is first planted to oats and such field is subsequently planted to grain sorghums, and both of such crops either fail or both of such crops reach maturity, the acreage of field "F" shall be classified as grain sorghums. In this case enter in Section II on the line for grain sorghums, column (c), "60."

The acreage of land which is devoted at the same time in 1938 to two or more soil-depleting crops shall be divided among such crops on the basis of that fractional part devoted to each crop.

Enter on line 3 of column (a) the name of the type of tobacco planted on the farm in 1938. If two types of tobacco were planted in 1938 on the farm, and no entries are made for cotton, strike the word "cotton" in line 4, column (a), and enter on such line in column (a) the name of the second type of tobacco. If any acreage was planted to rice on the farm, strike the heading in column (a) of any one of the first six lines not otherwise used, enter the word "Rice" in column (a), and enter on the same line in the other columns of the table the entries for rice.

Enter on lines 11 to 16, inclusive, in columns (a) to (f), inclusive, the names and acreages of soil-depleting crops or land uses not entered on lines 1 to 10, inclusive. Enter in column (g) on the appropriate line the total acreage planted to the crops specified in column (a), lines 1 to 6, inclusive. Obtain the total for any line in column (g) by adding the acreages entered on the same line, in columns (b) to (f), inclusive, including acreages which are circled. Where entries have been made in columns (b) to (f), inclusive, for corn, wheat, tobacco, cotton, rice, or potatoes, but no individual acreage allotments are established for such crops, enter a dash in column (g). However, if a potato acreage allotment is not established for a farm in the commercial potato-producing area, and such farm has more than three acres classified as potatoes, enter in column (g) *only* the acreage of potatoes for market and *circle* the entry.

Enter in column (h) the total of all entries which are not circled on the same line in columns (b) to (f), inclusive. Add all entries in column (h) and enter the total thereof in line 17, column (h).

SECTION III—Soil-building practices.—If the farm is participating in the program of the Soil Conservation Service, an approved Form ACP-74 for such farm must have been filed with the county committee. If any practices were carried out on the farm which were not listed on an approved ACP-74, such practices must not be entered in Section III. If any Federal or State agency has contributed one-half or more of the total cost of carrying out any practices on such farm, such practices must not be entered in Section III. If any Federal or State agency has contributed to the carrying out of any practice on such farm and the contribution by such agency represents less than one-half of the total cost of carrying out such practice, one-half

of the extent of such practice shall be entered in Section III. The term "State agency" as used herein does not include a State or agency thereof in those cases where such State or agency thereof operates a farm or share-rents a farm to another person and contributes to the carrying out of soil-building practices on such farm.

Enter in column (a) of Section III the names of the approved soil-building practices carried out on the farm. Obtain such entries from Section II, column (c) of the farm report. Use a separate line for each practice.

Enter in column (b) of Section III the 1938 field letters of the practices entered on the same line in column (a). Obtain such entries from Section II, column (b) of the farm report. If the same practice is carried out on more than one field on the farm and all field letters relating to such practice are entered on the same line in column (b), enter the total extent of such practice in column (d). If the same practice is carried out twice on the same field, make certain that the total extent of such practice is entered in column (d).

The practice numbers entered in column (c) will be the soil-building practice numbers set forth in Section XIII of NCR-201. Thus, if "alfalfa" is entered in column (a) the entry on the same line in column (c) will be "B-1."

The entry in column (d) will be the number of acres, pounds, feet, tons, yards, etc., of the soil-building practices carried out, while the entry in column (e) will be the number of soil-building practice units for such practice. Thus, data relating to field F, consisting of 20 acres and seeded to sweet clover, would be entered in Section III as follows: In column (a), "sweet clover"; in column (b), "F"; in column (c), "B-1"; in column (d) "20 acres"; and in column (e), "20." The amount of any soil-building practice which counts as one soil-building practice unit may be obtained from Section XIII of NCR-201. Thus, if in the preceding example the seeding was timothy, the entry in column (e) would have been "10," since each acre of timothy counts as one-half of a soil-building practice unit.

In connection with the soil-building practices for the application of superphosphate, muriate of potash, gypsum, and ground limestone, provision is made in Section XIII of NCR-201 for the application of equivalents of such materials. In cases where any of these practices are carried out by the application of equivalents, enter in column (a) the name of the practice and immediately after the name of the practice enter in parentheses the extent to which such practice is carried out. Enter the field letter in column (b) and the practice number in column (c) as in other cases. Enter in column (d) the number of units of measurement in terms of the practice rather than in terms of the equivalent, and enter in column (e) the number of soil-building practice units in such practice. For example, if 10 cubic yards of marl are applied on field "C" the entries on a line in Section III would be as follows: column (a), "application of marl (10 cubic yards)"; column (b), "C"; column (c), "A-8"; column (d), "5 tons"; column (e), "5."

Add all entries in column (e) and enter the total thereof in line 11, item (e).

SECTION IV—Allotments, productivity, and other data.—Enter the name of the type of tobacco, for which an acreage allotment is established, on line 3 in column (a). If acreage allotments are established

for two types of tobacco and no entries are made for cotton, strike the word "cotton" in line 4, column (a) and enter in such line in column (a) the name of the second type of tobacco. If an acreage allotment is established for rice, data relating to rice may be entered on any one of the first five lines not otherwise used.

Obtain the entries for lines 1, 2, 3, 4, 5, 7, and 8, column (b) and entries for lines 1, 2, 3, 4, 5, and 6, column (c) from the Listing Sheet, NCR-209. Enter on lines 1 to 5, inclusive, column (b) the acreage allotments established for the farm. Enter in column (c) the normal yields established for the special crops for which acreage allotments were entered in column (b). Enter the established productivity percentage for general crops in line 6, column (c). Enter the established total soil-depleting acreage allotment in line 7, column (b). Enter the acreage of cropland in the farm in line 8, column (b). The acreage of cropland is obtained from column (4) of NCR-209.

Obtain the entries for lines 9, 10, 11, and 12, column (b) from Section II of the farm report. Enter the average acreage of commercial vegetables grown in 1936-37 in line 9, column (b). Enter the acreage of commercial orchards on the farm on January 1, 1936, in line 10, column (b). Enter the acreage of noncrop open pasture in line 11, column (b). Enter the grazing capacity of noncrop open pasture in *animal units* in line 12, column (b).

If any acreage is classified as corn on a farm in the commercial corn-producing area and a corn acreage allotment has not been established for such farm, enter the corn yield established for such farm on line 1, column (c). If more than 3 acres are classified as potatoes for market on a farm in the commercial potato-producing area and a potato acreage allotment has not been established for such farm, enter the potato yield established for such farm on line 5, column (c). If any acreage on a farm is classified as cotton, tobacco, or rice and an acreage allotment has not been established for such crop, enter the yield for such crop in column (c) opposite the name of such crop in column (a).

SECTION V—Data for acreage which would have been planted except for flood, drought, or plant-bed diseases.—Obtain entries for Section V from Section VIII of the farm report. Entries will be made in this section only for crops for which individual acreage allotments have been established and only in cases where, because of flood or drought, the acreage planted to corn, wheat, cotton, or rice is less in 1938 than would otherwise have been planted in 1938, or where, because of flood, drought, or plant-bed diseases, the acreage planted to cigar filler or binder tobacco is less in 1938 than would otherwise have been planted in 1938. Enter in column (a) the name of the crop and enter in column (b) on the same line the acreage of such crop that was not planted because of flood, drought, or plant-bed diseases. The entry in column (c) must be either "flood" or "drought" in the case of corn, wheat, cotton, and rice, and must be either "flood," "drought," or "plant-bed diseases" in the case of cigar filler and binder tobacco.

SECTION VI—Data pertaining to farms in the wind erosion area.—Make entries in section VI only for farms in the wind erosion area. Obtain entries for lines 1 and 2, column (b) from available sources of information in the county office. Obtain the entries for line 3,

column (b) and lines 1, 2, and 3, column (c) from Section V of the farm report. Thereafter make such entries in the spaces provided therefor. Obtain the entry for any line in column (d) by subtracting the entry in column (c) from the entry in column (b). If the entry in column (c) is equal to or greater than the entry in column (b), make no entry in column (d).

SECTION VII—Assignments on ACP-69 filed in county office.—If any person who shares in the crops or who contributed to the carrying out of soil-building practices has executed, as assignor, an ACP-69, which is on file in the county office, ascertain whether Section III of such ACP-69 has been executed by the assignee. Do not make any entries in Section VII with respect to any ACP-69 if Section III of such ACP-69 has been executed by the assignee named therein. The word "assignor" means the farmer to whom the money or supplies were advanced and who signed ACP-69 in the lower right corner of Section I of ACP-69. The word "assignee" means the person who advanced the money or supplies and who signed ACP-69 in the lower right corner of Section II of ACP-69. For all Forms ACP-69 which are on file in the county office and for which Section III has not been executed by the assignee make the following entries in Section VII for each such ACP-69. Enter in column (a) the initials of the assignor; enter in column (b) of the same line the name of the assignee; enter in column (c) of the same line the address of the assignee; and enter in column (d) the amount due the assignee under the ACP-69, which shall be the smaller of the amount entered in Section I or Section II of ACP-69. If the initials of an assignor are the same as the initials of any other person whose name appears in Section I, enter the name of the assignor rather than the initials of the assignor in Section VII, column (a).

SECTION VIII—Certification.—After the Summary has been completed, the clerical assistant who prepared it shall sign his name on the line provided therefor. The Summary shall then be approved and signed by a member of the county committee. Each signature in Section VII will be dated by the person signing.

PART X—PREPARATION OF NCR-220A, SUPPLEMENT TO THE SUMMARY OF PERFORMANCE

NCR-220A, Supplement to the Summary of Performance, will be prepared for all soil-depleting crops, exclusive of sugar beets, on the farm and for the soil-building practices carried out on the farm only in the following cases:

(1) Where more than two persons share in the soil-depleting crops, other than sugar beets, on the farm, or where more than two persons have contributed to the carrying out of soil-building practices on the farm.

(2) Where there is more than one field on the farm of any special crop (cotton, rice, tobacco, wheat, if a wheat acreage allotment is established for the farm, corn in the commercial corn-producing area, or potatoes in the commercial potato-producing area) and such crop in one field is divided differently from that in another field.

(3) Where there is more than one field on the farm of general crops and the general crop in one field is divided differently from that in another field.

(4) Where more than one soil-building practice is carried out on the farm and the share which one person contributed to the carrying out of one of such practices differs from the share which such person contributed to the carrying out of another of such practices. For the purpose of this item (4) the carrying out of the same practice twice on the same field or the carrying out of the same practice on two different fields will be regarded as two different practices.

All entries of acreages, percentages, and units of soil-building practices shall be calculated, rounded, and entered as set forth in NCR-215, Part VI.

Enter in the upper right-hand corner of NCR-220A the State and county code, the minor civil division code, and the farm number. Obtain these entries from the NCR-220 for the farm for which the supplement to the summary is being prepared.

Enter in the blank spaces above the headings of columns (4) to (15), inclusive, the initials of each person who shares in the soil-depleting crops, other than sugar beets, on the farm in 1938 or who contributed to the carrying out of soil-building practices on the farm in 1938. If two or more persons have the same initials enter their names instead of their initials.

If more than 6 persons share in the soil-depleting crops, other than sugar beets, on the farm, or contribute to the carrying out of soil-building practices on the farm in 1938 an additional set of NCR-220A shall be used. Likewise, if additional lines are required for entering acreages or practices an additional set of NCR-220A shall be used.

Entries for Special Crops (Cotton, Rice, Tobacco, Wheat if a Wheat Acreage Allotment Is Established, Corn in the Commercial Corn-Producing Area and Potatoes in the Commercial Potato-Producing Area)

If there was any acreage of cotton on a farm in 1938 enter on the first line in column (2) the word "Cotton." Enter in column (1) on consecutive lines the field letters of all fields of cotton in 1938. Enter in column (3) on the line on which the field letter is entered the acreage of cotton in such field. Enter in the percentage column below the initials of each person who shares in a field of cotton, on the line on which the field letter is entered, the percentage share of such person in such field. Obtain the percentage entry for each person from Section II, column (f) of the Farm Report.

Make entries for rice, each type of tobacco, wheat if a wheat acreage allotment is established, corn in the commercial corn-producing area and potatoes in the commercial potato-producing area in the same manner as for cotton. Leave two blank lines between the entries for each different crop.

Entries for General Crops.

After entries have been made for all special crops, make entries for the general crops on the farm in the same manner as for cotton. Do not make any entries on NCR-220A for sugar beets. If the farm is in a county which is not in the commercial corn-producing area, corn is a general crop. If the farm is in a county which is not in the commercial potato-producing area potatoes are a general crop. If no wheat acreage allotment was established for the farm, wheat is a general crop. All fields of the same general crop shall be listed

in consecutive order. However, do not leave any blank lines between the different fields of general crops.

Entries for Soil-Building Practices.

After entries for all special and general crops have been made, leave two blank lines and make entries for the soil-building practices carried out on the farm in 1938. Enter in column (2) on consecutive lines the practice numbers of the practices carried out. Enter in column (1) the field letters of the fields on which such practices were carried out. Enter in column (3) on the line on which the field letter is entered the number of soil-building practice units for the soil-building practice entered on such line. Obtain the entry for each soil-building practice from Section III, column (e) of the corresponding NCR-220. Enter in the percentage column beneath the initials of each person who shares in a soil-building practice, the percentage share of such person in each of the practices carried out. Obtain the percentage entry for each person from Section II, column (f) of the Farm Report.

Determination of Acreage or Unit Shares and Percentages.

After entries have been made for all special crops, general crops, and soil-building practices carried out on the farm in 1938, multiply each entry in column (3) by the entry on the same line in each percentage column. Enter the result of each of such multiplications in the acreage or unit share column to the right of the percentage used in the multiplication. For each special crop, for the general crops, and for the soil-building practices, obtain the total of the entries in column (3) and of the entries in the acreage or unit share columns. Enter such totals in the respective columns in the first blank line beneath the entries from which such totals were derived, and enter the word "Total" in column (2) on the same line. Add the totals for the acreage or unit share columns for each special crop, for the general crops, and for the soil-building practices and compare the sum of such totals with the corresponding totals of column (3). If, because of the rounding of fractions, the sum of the totals of the acreage or unit share columns for any special crop, for the general crops, or for the soil-building practices, differs from the corresponding total in column (3), adjust the highest total in an acreage or unit share column in order that the sum of such totals equals the total in column (3). For each special crop, for the general crops, and for the soil-building practices, obtain entries for the "Total" line in the percentage column by dividing the total of each acreage or unit share column by the total on the same line in column (3). Enter the results of each of such divisions in the percentage column to the left of the total in the acreage or unit share column used in making such division. Add the entries in the percentage column on the "Total" line for each special crop, for the general crops, and for the soil-building practices. If, because of the rounding of fractions, the sum of the entries in the percentage columns on the "Total" line for any special crop, for the general crops, or for the soil-building practices is not 100.0, adjust the highest of such entries in order that the sum of such entries is 100.0.

The total of column (3) for any special crop should equal the acreage classified as being devoted to such crop as reported in Section II, column (h) of the corresponding NCR-220 except in those

cases where no acreage of such crop was harvested, or where because of crop failure the acreage of such crop was reduced sufficiently to affect materially the division of the payment or deduction with respect to such crop. In such cases, only the name of such crop and the percentage division thereof, as determined by the county committee, will be entered on NCR-220A. The total of column (3) for the soil-building practices must equal the total of soil-building practice units as reported in Section III, line 11, column (e) of the corresponding NCR-220.

If with respect to any special crop the same persons share in the same percentage with respect to each field of such crop, no entries need be made in the percentage and acreage or unit share columns for the individual fields of such crop. In such cases, the respective percentage share of each person shall be entered in the percentage column on the "Total" line for such crop and no entries need be made in the acreage or unit share columns on the "Total" line for such crop. If with respect to all of the general crops or all of the soil-building practices the same persons share in the same percentage with respect to each general crop or each individual practice, no entries need be made in the percentage and acreage or unit share columns for the individual general crops or for the individual practices. In such cases, the respective percentage share of each person shall be entered in the percentage column on the "Total" line for the general crops or for the soil-building practices and no entries need be made in the acreage or unit share columns on the "Total" line for the general crops or for the soil-building practices.

If special crops or general crops are not harvested in 1938 on the farm, or if the county committee finds that, due to crop failure, the acreage of such crops was reduced sufficiently to affect materially the division of payments or deductions, the county committee shall determine the percentage each person would have shared in the proceeds of such crops if such crops had been harvested or if the acreage of such crops had not been so reduced. In such cases, the name of the crop which was not harvested or which was so reduced shall be entered in column (2). The percentage share of each person in such crop shall be entered in the percentage column beneath the initials of such person.

Certification.

After NCR-220A has been completed the clerical assistant who prepared the form shall sign in the lower right-hand corner and enter the date.

Explanation of Example Illustrating Use of NCR-220A.

An example illustrating the manner in which NCR-220A should be executed is included herein at the end of this Part X. For the purpose of this example, the following facts are assumed:

Edgar M. Cook is the operator of a 280 acre farm located in minor civil division No. 1 of Adams County, Illinois. The farm has been assigned farm No. 197 under the 1933 Agricultural Conservation Program and a corn acreage allotment, a wheat acreage allotment, and a total soil-depleting acreage allotment were established for the farm. Part of the farm consisting of 160 acres was rented from Burton E. Harmon and the remainder of the farm consisting of 120 acres was rented from John L. Black. These two tracts are adjacent and are customarily regarded in the community as constituting one farm, and for the purposes of the 1938 Agricultural Conservation Program were

combined on ACP-68. On the land rented from Mr. Black fields "G" and "M" are classified as wheat. Field "G" contains 9.6 acres and field "M" contains 31.0 acres. Also on the land rented from Mr. Black field "E" containing 20 acres is classified as field corn and field "C" containing 15.5 acres is classified as rye. Mr. Cook and Mr. Black share equally in all of the soil-depleting crops on the land rented from Mr. Black. On the land rented from Mr. Harmon fields "A" and "D" are classified as field corn. Field "A" contains 17.6 acres and field "D" contains 20 acres, and the corn on these two fields is divided equally between Mr. Cook and Mr. Harmon. Also on the land rented from Mr. Harmon fields "F" and "L" are classified as oats. Field "F" contains 19.3 acres and field "L" contains 8.7 acres and Mr. Cook receives 66.7 percent of the oats on these two fields while Mr. Harmon receives 33.3 percent of the oats on these two fields. Also on the land rented from Mr. Harmon field "O" containing 13.0 acres is classified as field beans and Mr. Cook receives 100 percent of the field beans. Soil-building practice B-1 was carried out on field "J" to the extent of 28.0 soil-building practice units. The contribution to this practice was made in equal proportions by Mr. Cook and Mr. Harmon. Soil-building practice B-1 was also carried out on field "K" to the extent of 9.6 soil-building practice units. The entire contribution to this practice was made by Mr. Black. Soil-building practice A-8 was carried out on field "P" to the extent of 10.0 soil-building practice units. The contribution to this practice was made in equal proportions by Mr. Cook and Mr. Harmon.

Data for all entries on NCR-220A are obtained from the corresponding NCR-220 and NCR-217. All field letters, field acreages, the initials of the interested persons, and the shares of the interested persons with respect to the soil-depleting crops and the soil-building practices are obtained from Section II of the corresponding NCR-217. The State and county code, the minor civil division number, the farm number, the soil-building practice number, and the number of the soil-building practice units are obtained from the corresponding NCR-220.

The State and county code 33-001 and the minor civil division code and farm number 1-197 are entered in the upper right-hand corner of NCR-220A. Mr. Cook's initials "EMC" are entered in the blank space above columns (4) and (5). Mr. Harmon's initials, "BEH," are entered in the blank space above columns (6) and (7). Mr. Black's initials, "JLB," are entered in the blank space above columns (8) and (9).

The word "Wheat" is entered in column (2) and the field letters "G" and "M" are entered in column (1). The acreages of the fields, 9.6 and 31.0, respectively, are entered in column (3) and the sum of such acreages, 40.6, is entered in the first blank space beneath such entries. The word "Total" is entered in column (2) to the left of the total wheat acreage entered in column (3). Since Mr. Cook and Mr. Black share equally in both fields of wheat, no percentage entries are made in columns (4) and (8) for the individual fields. Mr. Cook's share of the wheat, 50.0 percent, is entered in column (4) on the same line with the word "Total." Mr. Black's share of the wheat, 50.0 percent, is entered in column (8) on the same line. No acreage shares are entered in columns (5) and (9) on the line on which the total wheat acreage is entered.

The word "Corn" is entered in column (2) on the second blank line beneath the "total" line for wheat and the field letters "A," "D," and "E" are entered in column (1). The acreages of the fields, 17.6, 20.0, and 20.0, respectively, are entered in column (3) and the sum of such acreages, 57.6, is entered in the first blank space beneath such entries. The word "Total" is entered in column (2) to the left

of the total corn acreage entered in column (3). Mr. Cook is entitled to 50 percent of the corn on each of the fields and 50.0 is entered in column (4) opposite each of the field letters "A," "D," and "E." Mr. Harmon is entitled to 50 percent of the corn on fields "A" and "D" and 50.0 is entered in column (6) opposite the field letters "A" and "D." Mr. Black is entitled to 50 percent of the corn on field "E" and 50.0 is entered in column (8) opposite field letter "E." Mr. Cook's acreage share of the corn on field "A" (8.8) is obtained by multiplying the entry in column (1) opposite the field letter "A" (50.0) by the entry in column (3) on the same line (17.6). The result of this multiplication is entered in column (5) opposite the field letter "A." Mr. Cook's acreage share of each of the other fields of corn, Mr. Harmon's acreage share of the corn on each of fields "A" and "D," and Mr. Black's acreage share of the corn on field "E" are obtained in a manner similar to that used in obtaining Mr. Cook's acreage share in field "A." Mr. Cook's total acreage share of all fields of corn is obtained by adding the entries in column (5) opposite the field letters "A," "D," and "E." The sum of such entries (28.8) is entered in the first blank space beneath such entries. The total acreage share of both Mr. Harmon (18.8) and Mr. Black (10.0) are obtained and entered in a similar manner. Mr. Cook's percentage share for all corn (50.0) is obtained by dividing his total acreage share (28.8) by the total acreage of corn (57.6). Mr. Harmon's percentage share for all corn (32.6) is obtained by dividing his total acreage share (18.8) by the total acreage of corn (57.6). Mr. Black's percentage share for all corn (17.4) is obtained by dividing his total acreage share (10.0) by the total acreage of corn (57.6).

Wheat and corn being the only special crops on the farm and the only crops for which individual acreage allotments are established, one blank space is left beneath the total line for corn and the names of the general crops are entered in column (2). Entries for columns (1), (3), (4), (5), (6), (7), (8), and (9) are obtained in a manner similar to that used in obtaining the entries for corn. All general crops are listed in one group and are handled as though they are a single crop. The entry in column (5) opposite the total acreage of general crops is raised from 39.4 to 39.5. This adjustment is made since the sum of the totals for columns (5), (7), and (9) is not equal, because of the rounding of fractions, to the total acreage of general crops. This adjustment is made in column (5) since the acreage share in such column is the largest of the acreage shares on such line. No adjustment is made in the acreage shares for individual fields of general crops.

The soil-building practice number B-1 is entered in the second blank line beneath the total line for the general crops and the field letter on which such practice was carried out, "J," is entered on the same line in column (1). The number of soil-building practice units for such field (28.0) is entered in column (3). Mr. Cook's share of such practice, 50.0 percent, and Mr. Harmon's share of such practice, 50.0 percent, are entered in columns (4) and (6). Entries are made for the other soil-building practices carried out in a similar manner. The total unit shares and total percentage shares for Mr. Cook, Mr. Harmon, and Mr. Black are obtained in a manner similar to that used in obtaining their total acreage shares and total percentages for corn, wheat, and general crops.

Form NCR-220A
UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
NORTH CENTRAL DIVISION

Example of use of NCR-220A

33-001

(STATE AND COUNTY CODE)

SUPPLEMENT TO THE SUMMARY OF PERFORMANCE

1938 AGRICULTURAL CONSERVATION PROGRAM — NORTH CENTRAL REGION

1-197

(MINOR CIVIL DIVISION CODE & FARM NO.)

DIVISION OF PAYMENTS AND DEDUCTIONS

Field Letters	Name of Crop or Practice Number	Total Acreage or Soil-Building Practice Units	E M C		B E H		J L B		Percentage	Acreage or Unit Share (3) x (10)	Percentage	Acreage or Unit Share (3) x (12)	Percentage	Acreage or Unit Share (3) x (14)
			Percentage	Acreage or Unit Share (3) x (4)	Percentage	Acreage or Unit Share (3) x (6)	Percentage	Acreage or Unit Share (3) x (8)						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
G	Wheat	9.6												
M		31.0												
	Total	40.6	50.0				50.0							
A	Corn	17.6	50.0	8.8	50.0	8.8								
D		20.0	50.0	10.0	50.0	10.0								
E		20.0	50.0	10.0			50.0	10.0						
	Total	57.6	50.0	28.8	32.6	18.8	17.4	10.0						
C	Rye	15.5	50.0	7.7			50.0	7.7						
F	Oats	19.3	66.7	12.9	33.3	6.4								
L	Oats	8.7	66.7	5.8	33.3	2.9								
O	Field Beans	13.0	100.0	13.0										
	Total	56.5	69.9	39.5	16.5	9.3	13.6	7.7						
J	B-1	28.0	50.0	14.0	50.0	14.0								
K	B-1	9.6					100.0	9.6						
P	Q-8	10.0	50.0	5.0	50.0	5.0								
	Total	47.6	39.9	19.0	39.9	19.0	20.2	9.6						

July 27 1938

John R. Doe

(SIGNATURE OF PERSON WHO PREPARED NCR-220A)

Issued July 18, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

AUG 1 1938

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE
UNDER THE PROVISIONS OF THE 1938 AGRICULTURAL
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION

(Supplement No. 2)

NCR-215, Supplement No. 1, issued June 28, 1938, is hereby amended by the addition at the end of Part X of the following new Part XI:

PART XI. INSTRUCTIONS FOR PREPARATION OF WEEKLY REPORT ON STATUS AND
PROGRESS OF DETERMINATION OF PERFORMANCE IN EACH COUNTY.

Form NCR-County No. 8, Weekly Progress Report of County Performance will be mimeographed in either the State or county office, depending upon the convenience of the State committee and will be used by county committees for the purpose of furnishing the State committee with a report on the status and the progress of determination of county performance. The required data should be compiled as accurately as possible in the county office and forwarded to the State office for summarization and transmittal to the North Central Division. NCR County No. 8 shall be prepared in duplicate in the county office, the original of which shall be forwarded to the State committee immediately upon completion, and the copy retained in the county office.

The first report will be prepared as of July 22, 1938, and will indicate the status of performance as of that date. Cumulative totals for succeeding reports will include the data for the period for which the report is submitted. Only cumulative totals will be entered on the first report. The second NCR-County No. 8 shall cover the period from July 22, to 29, inclusive, and shall be prepared after the close of business on July 29. A period shall be the week from, and including, Saturday to the close of business on the following Friday. Reports will be prepared weekly for each succeeding period.

Form NCR-County No. 8 will be prepared as follows:

Enter the name of the county and the report number in the spaces provided in the upper right-hand corner. The report submitted as of July 15 will be numbered "1", and all succeeding reports will be numbered consecutively.

Enter the period covered by the report in the space provided.

Item 1.--Cumulative data and data for the period for item 1 will be obtained from the Master Office Record Form by taking the total number of Farm Reports (NCR-217) returned to the county office by farm reporters. Such entries will include both participating and nonparticipating farms.

Item 2.--Cumulative data and data for the period for Item 2 will be obtained from the Master Office Record Form by taking the number of Farm

Reports (NCR-217) returned to the county office completely filled out for farms on which the owner or operator intends to participate in the 1938 Program.

Item 3.--Cumulative data and data for the period for Item 3 will be obtained from the Master Office Record Form by taking the number of Farm Reports for farms on which it will be necessary to make a second check of performance.

Item 4.--Cumulative data and data for the period for Item 4 will be obtained from the Master Office Record Form by taking an actual count of the number of date entries which indicate the date on which the Summary of Performance (NCR-220) has been prepared.

Item 5.--Cumulative data and data for the period for Item 5 will be obtained by making an actual count of the number of Supplements to the Summary of Performance (NCR-220A) which have been prepared.

(Note: Instructions for Items 6, 7, and 8 are applicable only to Nebraska and South Dakota.)

Item 6.--Data for Item 6 will be a cumulative entry and will be obtained by making an actual count of the number of Statements of Intention on Range Land (NCR-253) filed by operators.

Item 7.--Cumulative data and data for the period for Item 7 will be obtained by keeping an actual count of the number of forms NCR-257, Report of Inspection and Summary of Performance on Range Land, returned to the county office by range inspectors.

Item 8.--Cumulative data and data for the period for Item 8 will be obtained by keeping an actual count of the number of forms NCR-257 completed in the county office.

After all entries have been properly entered in NCR-County No. 8, the chairman or secretary of the county committee will sign such form and enter the date of his signature in the appropriate space.

Form NCR-County No. 8
U. S. Department of Agriculture
Agricultural Adjustment Administration

State _____

County _____

Report No. _____

WEEKLY PROGRESS REPORT OF COUNTY PERFORMANCE

PERIOD _____

	<u>PERIOD</u>	<u>CUMULATIVE</u>
1. Number of farms visited	_____	_____
2. Number of farms visited for which a complete Farm Report (NCR-217) was filled out	_____	_____
3. Number of farms for which a second inspection will be necessary	_____	_____
4. Number of Summaries of Performance (NCR-220) completed in county office	_____	_____
5. Number of Summaries of Performance requiring Supplements (NCR-220A)	_____	_____
6. Number of Statements of Intention on Range Land (NCR-253) filed by operators	<u>XXX</u>	_____
7. Number of ranching units inspected	_____	_____
8. Number of Summaries of Performance (NCR-257) completed in county office	_____	_____

(Date)

(Chairman-Secretary of
County Committee)

AUG 31 1938

N 75 E

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PER-
FORMANCE UNDER THE PROVISIONS OF THE 1938
AGRICULTURAL CONSERVATION PROGRAM IN THE
NORTH CENTRAL REGION

(Supplement No. 3)

NCR-215 is hereby amended as follows:

1. Part V, the last sentence of the third complete paragraph on page 7 is amended to read as follows:

This percentage shall be computed by dividing the entry in item 2 by the entry in item 1.

2. Part IX, the second paragraph thereof is amended to read as follows:

(1) Where more than two persons share in the soil-depleting crops, other than sugar beets, on the farm, or where more than two persons have contributed to the carrying out of soil-building practices on the farm, or where more than two persons have contributed to the acreage of restoration land on the farm.

3. Part IX, the third paragraph thereof is amended to read as follows:

(2) Where there is more than one field on the farm of any special crop (cotton, rice, tobacco, wheat, if a wheat acreage allotment is established for the farm, corn in the commercial corn-producing area, or potatoes in the commercial potato-producing area, if a potato acreage allotment is established for the farm or if there are more than three acres of potatoes for market on the farm), and such crop in one field is divided differently from that in another field.

4. Part IX is amended by adding at the end of the fifth paragraph thereof the following new paragraph:

(5) Where restoration land is located on more than one field on the farm and the share of one person in the restoration land on one field differs from the share of such person in the restoration land on another field.

5. Part IX, the fourth paragraph on page 2 is amended to read as follows:

Section I - Persons Sharing in Crops or Contributing to Soil-Building Practices.- Enter on a separate line in Section I the data relating to each person sharing in the soil-depleting crops exclusive of sugar beets, or contributing to the soil-building practices carried out on the farm or having an interest in the restoration land on the farm.

6. Part IX, the last sentence of the first incomplete paragraph on page 4 is amended to read as follows:

In this case, enter in Section II on line 1, "40 (circled)" in column (b), "40" in column (c), "80" in column (g), and "40" in column (h), and enter in Section II on line 1, "40" in column (b), "40" in column (g), and "40" in column (h). Whenever the acreage of a field is classified as having been devoted to two special crops for which acreage allotments are established, enter the acreage in the field for each of such crops and double circle the last of such entries. For example, Field "C" containing 10 acres was planted to early potatoes which matured and was subsequently planted to corn which also matured. Both a potato acreage allotment and a corn acreage allotment were established for the farm. Under the circumstances there would be 10 acres classified as potatoes and 10 acres classified as corn. In this case, enter in Section II on line 1, "10 (double-circled)" in column (b) and enter in Section II on line 5, "10" in column (b).

7. Part IX, the last sentence of the first incomplete paragraph on page 5 is amended to read as follows:

In this case enter in Section II, line 1, column (d), "50" and enter in Section II, line 2, column (c), "50 (double-circled)".

8. Part IX, the fifth complete paragraph on page 5 is amended to read as follows:

Enter in column (h) the total of all entries that have no circle and all entries that have a double circle on the same line in columns (b) to (f), inclusive. Add all entries in column (h) and subtract therefrom the sum of all entries which have a double circle and enter the result thereof on line 17, column (h).

9. Part IX, the second complete paragraph on page 7 is amended to read as follows:

Obtain the entries for lines 9, 10, and 11, column (b) from Section II of the farm report. Enter the average acreage of commercial vegetables grown in 1936-37 in line 9, column (b). Enter the acreage of commercial orchards on the farm on January 1, 1938, in line 10, column (b). Enter the acreage of noncrop open pasture in line 11, column (b). Enter the grazing capacity of noncrop open pasture in animal units in line 12, column (b). If the county average grazing capacity is used, obtain the entry for line 12, column (b) by dividing the entry in line 11, column (b) by such county average. If the county average grazing capacity is not used, obtain the entry for line 12, column (b) from column 64 of NCR-209.

10. Part IX, the last sentence of the second complete paragraph on page 8 is amended to read as follows:

Each signature in Section VIII will be dated by the person signing.

11. Part X, the second paragraph thereof on page 8 is amended to read as follows:

(1) Where more than two persons share in the soil-depleting crops, other than sugar beets, on the farm, or where more than two persons have contributed to the carrying out of soil-building practices on the farm, or where more than two persons have contributed to the acreage of restoration land on the farm.

12. Part X, the third paragraph thereof on page 8 is amended to read as follows:

(2) Where there is more than one field on the farm of any special crop (cotton, rice, tobacco, wheat, if a wheat acreage allotment is established for the farm, corn in the commercial corn-producing area, or potatoes in the commercial potato-producing area, if a potato acreage allotment is established for the farm or if there are more than three acres of potatoes for market on the farm), and such crop in one field is divided differently from that in another field.

13. Part X is amended by adding at the end of the fifth paragraph thereof on page 9 the following new paragraph:

(5) Where restoration land is located on more than one field on the farm and the share of one person in the restoration land on one field differs from the share of such person in the restoration land on another field.

14. Part X, the fourth and fifth paragraphs on page 9 are amended to read as follows:

Enter in the blank spaces above the headings of columns (4) to (15), inclusive, the initials of each person who shares in the soil-depleting crops, other than sugar beets, on the farm in 1938, or who contributed to the carrying out of soil-building practices on the farm in 1938, or who has an interest in the restoration land on the farm in 1938. If two or more persons have the same initials enter their names instead of their initials.

If more than 6 persons share in the soil-depleting crops, other than sugar beets, on the farm, or contribute to the carrying out of soil-building practices on the farm in 1938, or who have an interest in the restoration land on the farm in 1938, an additional set of NCR-220A shall be used. Likewise, if additional lines are required for entering acreages or practices an additional set of NCR-220A shall be used.

15. Part X, the heading following the fifth paragraph on page 9 is amended to read as follows:

Entries for Special Crops (Cotton, Rice, Tobacco, Wheat if a Wheat Acreage Allotment is Established, Corn in the Commercial Corn-Producing Area and Potatoes in the Commercial Potato-Producing Area if a Potato Acreage Allotment is Established for the Farm or if There Are More Than Three Acres of Potatoes for Market on the Farm).

16. Part X, the seventh paragraph on page 9 is amended to read as follows:

Make entries for other special crops in the same manner as for cotton. Leave two blank lines between the entries for each special crop.

17. Part X, the fourth sentence of the incomplete paragraph at the bottom of page 9 is amended to read as follows:

Potatoes are a general crop if the farm is in a county which is not in the commercial potato-producing area, or if the farm is in a county which is in the commercial potato-producing area and no potato acreage allotment is established for such farm and there are not more than three acres of potatoes for market. If the farm is in a county which is in the commercial potato-producing area and no potato acreage allotment is established for such farm and there are more than three acres of potatoes for market, only the acreage of potatoes not for market will be a general crop.

18. Part X, page 10 is amended by adding at the end of the first complete paragraph the following new paragraph:

Entries for Restoration Land,

After entries for all special crops, general crops, and soil-building practices have been made, leave two blank lines and make entries for restoration land. Enter in column (2) the words "Restoration land". Enter on a separate line in column (1) the field letter of each field of restoration land on the farm in 1938. Enter in column (3) on the line on which each field letter is entered the acreage of restoration land in such field. Enter in the percentage column, below the initials of each person, his percentage share in each field for which a letter is entered in column (1). Determine the percentage to be entered for each person in accordance with the following rule:

The net payment or net deduction computed with respect to the restoration land goal for any farm, which is owned by one person and operated by one person, shall be divided in the same proportion that any payment with respect to the wheat acreage allotment for such farm is divided among landlords, tenants, and sharecroppers, provided that if no payment is computed with respect to a wheat acreage allotment for such farm, the net payment or net deduction with respect to the restoration land goal shall be divided in the same proportion that any payment in connection with general soil-depleting crops for such farm is, or would be, divided among landlords, tenants, and sharecroppers. The net payment or net deduction computed with respect to the restoration land goal for any farm which comprises field-rented or separately owned tracts shall be divided among the landlords, tenants, and sharecroppers in the same proportion (as indicated by their acreage shares expressed in terms of either proportionate acreages or percentages) that such persons contribute to the restoration land on such farm. Each person shall be deemed to have contributed to the acreage of restoration land on a field-rented or separately owned tract in the proportion that the principal crop normally grown on such tract is divided. In the event that restoration land is designated for a farm which is not operated by a tenant in 1938, the net payment or net deduction, if any, with respect to such restoration land goal shall be attributed to the owner of such farm.

19. Part X, the second complete paragraph on page 10 is amended by adding at the end thereof the following new sentence:

Acreage and percentage shares with respect to restoration land shall be determined in the same manner as for special crops, general crops, and soil-building practices.

20. Part X, the incomplete paragraph at the bottom of page 10 is amended to read as follows:

The total of column (3) for any special crop (including potatoes if a potato acreage allotment is established for the farm) should equal the acreage classified as being devoted to such crop as reported in Section II, column (h) of the corresponding NCR-220 except in those cases where no acreage of such crop was harvested, or where because of crop failure the acreage of such crop was reduced sufficiently to affect materially the division of the payment or deduction with respect to such crop. In such cases, only the name of such crop and the percentage division thereof, as determined by the county committee, will be entered on NCR-220A. In those cases where a farm is in the commercial potato-producing area, no potato acreage allotment is established for the farm, and the acreage of potatoes for market is in excess of three, the total of column (3) for potatoes should equal the circled entry in Section II, line 5, column (g). The total of column (3) for the soil-building practices must equal the total of soil-building practice units as reported in Section III, line 11, column (e) of the corresponding NCR-220.

Issued August 22, 1938.

AUG 31 1938

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING
PERFORMANCE UNDER THE PROVISIONS OF THE 1938
AGRICULTURAL CONSERVATION PROGRAM IN THE
NORTH CENTRAL REGION

(Supplement No. 4)

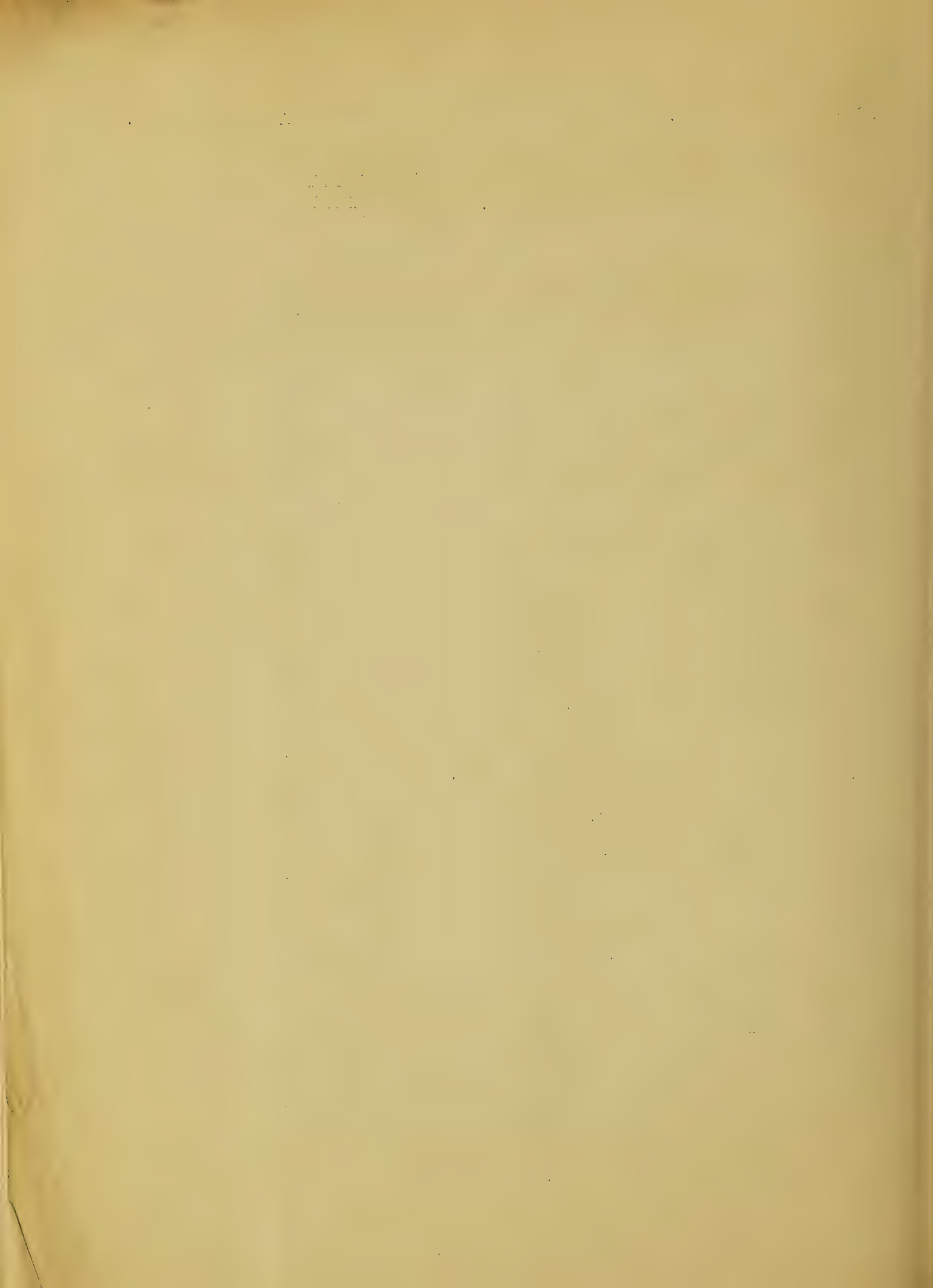
NCR-215 is hereby amended as follows:

Part IX is amended by adding at the end of the sixth paragraph thereof the following new paragraph:

Do not prepare an NCR-220 or an NCR-220A with respect to any farm which is idle in 1938, unless a restoration land goal was established for such farm, or unless there were not adopted on the farm in 1938 methods recommended for the prevention of wind and water erosion. If a restoration land goal was established for a farm which is idle in 1938 or if there was a failure to adopt on the farm in 1938 recommended methods for the prevention of wind and water erosion, write the word "idle" across the face of Forms NCR-220 and NCR-220 A, if any, prepared for such farm. NCR-201, Section X, provides that no payment other than a payment in connection with the restoration land goal shall be computed with respect to any farm which is idle in 1938. For the purpose of this provision any farm shall be deemed to be idle in 1938 unless:

- (1) a crop specified in Section XII of NCR-201 is seeded on the farm in the crop year 1938; or (2) the county committee determines that failure to seed crops specified in Section XII of NCR-201 on such farm was due to flood or drought; or (3) a volunteer soil-depleting crop was harvested on the farm in 1938; or (4) a soil-building practice specified in Section XIII of NCR-201 was carried out on the farm in 1938 in accordance with approved specifications; or (5) tame grasses or legumes or mixtures thereof were pastured or cut for hay in 1938 on approximately 50 percent or more of the cropland on the farm under the direction of or by the owner or operator.





NCR-215
Supplement No. 5.

Issued August 23, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATING TO THE PREPARATION OF FORM ACP-77 IN
CONNECTION WITH THE PROVISIONS OF THE 1938 AGRICULTURAL
CONSERVATION PROGRAM RELATING TO THE USE OF SOIL-CONSERVING
CROPS FOR MARKET

NCR-215, issued May 25, 1938, is hereby amended by the addition of the instructions contained in this Supplement No. 5. These instructions shall apply only in the following counties of the following States:

Michigan: Antrim, Benzie, Cass, Emmet, Gladwin,
Kalkaska, Mecosta, Montcalm, Otsego,
Presque Isle, Van Buren.

Minnesota: Beltrami, Benton, Chisago, Mahnomen,
Traverse, Washington.

South Dakota: Douglas.

Wisconsin: Adams.

It will be necessary to determine whether or not each person who, with respect to a farm in any of the above-named counties, applies for payment under the 1938 Agricultural Conservation Program has substantially complied with the provisions of the program relating to the use of soil-conserving crops for market as set forth in NCR-201, Section X, subsection F. Such determination will be made in accordance with the instructions contained herein.

Checking Data for Dairy Cows on Farm Report.

Clerical assistants will compare the two entries relating to dairy cows, under Section II, on each farm report. If it is determined that there has been no increase above normal in the number of dairy cows on the farm, or if it is determined that any increase above normal in the number of dairy cows on the farm does not exceed two cows, the farm to which such farm report pertains shall be deemed in compliance with the provisions of the 1938 Agricultural Conservation Program relating to the use of soil-conserving crops for market, and no Form ACP-77 need be prepared with respect to such farm. However, if upon examination of the entries under Section II of the farm report, it is found that the "number of milch cows now on this farm" exceeds the "usual number of milch cows on this farm 1933 to 1937" by more than two, one copy of Form ACP-77 shall be prepared as outlined below.

Entries Made on Form ACP-77 by Clerical Assistants

All entries will be made on Form ACP-77 with a hard lead pencil. The State and county code, the farm number, and the name of the operator will be entered in the upper right-hand corner of Form ACP-77 by clerical assistants in the county office. Immediately above Section I, "1938" will be entered in the blank space preceding the words "Agricultural Conservation Program."

The following entries will be made on Form ACP-77 by clerical assistants and will be obtained from the farm report or listing sheet as indicated in the following table:

Entry to be made on Form ACP-77	Should be Obtained From Source Indicated Below
Section I, line 1, column (b)	Farm report, below table in Section II
Section I, line 2, column (b)	Farm report, below table in Section II
Section II, line 1, column (b)	Listing sheet, column (11)
Section II, line 2, column (b)	Listing sheet, column (22)
Section II, line 3, column (b)	Summary of Performance, Section II, line 17, column (h)
Section III, line 1, column (b)	Entry in column (4) of the Listing Sheet minus entry in Section II, line 17, column (h), of the Summary of Performance.
Section III, line 2, column (b)	Farm report, Section II
Section III, line 3-a, column (a)	Farm report, Section II

The acreage entered in Section III, line 2, column (b), will include cropland planted to green manure crops other than grasses or legumes and not pastured; idle cropland; land summer fallowed and not classified as soil-depleting; land planted to small grains, sudan grass, millet, or sweet sorghums and not classified as soil-depleting.

The acreage entered in Section III, line 3-a, column (a), will include cropland devoted to grasses or legumes which were used as green manure crops and were not pastured; and cropland devoted to grasses or legumes which failed.

After the entries have been made in Section I of Form ACP-77, as indicated in the table above, the entry on line 2, column (b) will be subtracted from the entry on line 1 of column (b), and the result entered on line 3 of the same column.

In Section II, the entry on line 2, column (b), or the entry on line 3, column (b), whichever entry is larger, will be subtracted from the entry on line 1 of column (b) and the result entered on line 4 of the same column. Then, in Section III, the entry on line 2 of column (b) will be added to the entry on line 3-a of column (a). If the sum resulting from such addition is equal to or exceeds the entry on line 4, column (b) of Section II, the farm to which the Form ACP-77 pertains shall be deemed in compliance with the provisions of the 1938 Agricultural Conservation Program, relating to the use of soil-conserving crops for market. No further entries need be made on such Form ACP-77, and it will be attached to the corresponding farm report, unsigned by the farm reporter and farm operator.

Entries Made by Farm Reporters

If in Section III the sum resulting from the addition of the entry on line 2, column (b) and the entry on line 3-a, column (a) is less than the entry in Section II, line 4, column (b), the Form ACP-77 will be assigned to a farm reporter who will obtain additional information from the operator of the farm to which such form pertains. Data obtained by the farm reporter will be entered on Form ACP-77, as follows:

Section I - Data for Dairy Cows.--The entry on line 4, column (c), will be the percent of milk or products thereof produced on the farm which are sold for market. If such entry is less than 10 percent, the farm to which the Form ACP-77 pertains shall be deemed to be in compliance with the provisions of the 1938 Agricultural Conservation Program, relating to the use of soil-conserving crops for market, and no further data will be entered on the Form ACP-77, except that the farm reporter and the farm operator will sign in Section V and date their signatures.

However, if the entry on line 4, column (c) is 10 percent or more, the farm reporter will enter on line 1, column (c) the number of dairy cows on the farm in 1938, the products of which are used for home consumption. This entry will be obtained as follows: Multiply the percentage on line 4, column (c), by the entry on line 1, column (b). Subtract the result thus obtained from the entry on line 1, column (b), and enter the product of such subtraction on line 1, column (c).

The entry on line 2 of column (c) will be the normal number of cows on the farm (1933-1937 average), the products of which are used for home consumption. The entry on line 3, column (c), will be obtained by subtracting the entry on line 2, column (c), from the entry on line 1, column (c). If the entry on line 3, column (c), is equal to or greater than the entry on line 3, column (b), the farm to which the Form ACP-77 pertains, shall be deemed to be in compliance with the

provisions of the 1938 Agricultural Conservation Program, relating to the use of soil-conserving crops for market, and no further data will be entered on the Form ACP-77, except that the farm operator and farm reporter will sign in Section V and date their signatures. If the entry on line 3, column (c), is less than the entry on line 3, column (b), the farm reporter will make additional entries on Form ACP-77 as outlined below.

Section III - Utilization of Cropland not Classified as Soil Depleting.--The entry on line 3-b, column (a), will be the 1938 non-depleting cropland acreage devoted to grasses or legumes harvested for seed to be used on the farm. After such entry has been made, the entries on lines 3-a and 3-b of column (a) will be added and the result entered in column (b). The entries on lines 2 and 3 of column (b) will then be added and the resultant sum entered on line 4, column (b). If such resultant sum equals or exceeds the entry on line 4, column (b) of Section II, the farm to which the Form ACP-77 pertains shall be deemed to be in compliance with the provisions of the 1938 Agricultural Conservation Program relating to the use of soil-conserving crops for market, and no further entries will be made on the Form ACP-77, except that the farm operator and farm reporter will sign in Section V and date their signatures. However, if the entry on line 4, column (b) of Section III is less than the entry on line 4, column (b) of Section II, the farm reporter will continue as follows:

The entry on line 5, column (b) will be the acreage of nondepleting cropland devoted to grasses or legumes harvested for sale as hay or seed. The entry on line 6 of column (b), will be the sum of the entries on lines 4 and 5 of column (b). The entry on line 7, column (b) will be obtained by subtracting the entry on line 6, column (b) from the entry on line 1, column (b). No entries will be made on lines 8 and 9 until all entries have been made in Section IV.

The entry for line 3-b, column (a), as well as the entry for line 5, column (b), will be determined by the farm reporter on the basis of the farm operator's statement relative to the disposition to be made of the crops harvested from the 1938 nondepleting cropland acreage devoted to grasses or legumes.

Section IV - Data for Forage-Consuming Livestock on the Farm.--The average number of horses and mules which in 1938 consumed forage produced on the farm will be entered on line 1 of column (b). Similar entries will be made by the farm reporter on lines 2 to 5, inclusive, and on line 7 of column (b) for the other kinds of livestock which in 1938 consumed forage produced on the farm.

It should be noted that the entry for line 5, column (b) of Section IV, will be the same as the entry for line 1, column (c), of Section I. Also the entry on line 5, column (b), plus the entry on line 7, column (b) of Section IV, should equal the entry on line 1, column (b) of Section I.

Section V - Certification.-- After the farm reporter has made entries on Form ACP-77, as outlined above, the farm operator and the farm reporter will sign on the appropriate lines, dating their signatures. The farm reporter will then return to the county office each Form ACP-77 that was assigned to him.

Completion of Forms ACP-77 in the County Office

After Form ACP-77 has been returned to the county office, clerical assistants will check the computations made by the farm reporter. As indicated above, in the instructions relating to data obtained by the farm reporter, the farm to which Form ACP-77 pertains shall be deemed in compliance with the provisions of the 1938 Agricultural Conservation Program relating to the use of soil-conserving crops for market in any of the following cases:

- (1) Where the entry in Section I, line 4, column (c) is less than 10 percent.
- (2) Where the entry in Section I, line 3, column (c) is equal to or greater than the entry in Section I, line 3, column (b).
- (3) Where the entry in Section III, line 4, column (b) is equal to or greater than the entry in Section II, line 4, column (b).

If it is determined, for any one of the three reasons stated in the foregoing paragraph that the farm to which the Form ACP-77 pertains has complied with the provisions of the program, relating to the use of soil-conserving crops for market, such Form ACP-77 shall be filed with the corresponding farm report. Otherwise, clerical assistants will complete the form by making the following computations:

In Section IV, the entry on line 1, column (b) will be multiplied by the conversion factor on line 1, column (c), and the result entered on the same line in column (d). Similarly, for lines 2, 3, 4, 5, and 7, the entry in column (b) will be multiplied by the conversion factor in column (c) and the result entered in column (d). After all entries have been made in column (d), the entries on lines 1 to 5, inclusive, will be added and the total entered on line 6, column (d). Next the entries on lines 6 and 7, of column (d) will be added and the resulting sum entered on line 8, column (d). Then the entry on line 6, column (d), will be divided by the entry on line 8, column (d), and the resulting percentage entered on line 9, column (d).

After Section IV has been completed in the manner outlined in the foregoing paragraph, Section III will be completed by making the following computations:

The entry for line 8, column (b) of Section III, will be obtained by multiplying the entry on line 7, column (b) of Section III, by the entry on line 9, column (d) of Section IV.

The entry for line 9, column (b) of Section III, will be obtained by adding the entries on lines 4 and 8 of column (b). If the entry thus obtained for line 9, column (b) of Section III is equal to or exceeds the entry on line 4, column (b) of Section II, the farm to which the Form ACP-77 pertains shall be deemed to be in compliance with the provisions of the 1938 Agricultural Conservation Program, relating to the use of soil-conserving crops for market. If, however, the entry obtained for line 9, column (b) of Section III, is less than the entry on line 4, column (b) of Section II, the farm to which the Form ACP-77 pertains shall not be considered in compliance with the afore-mentioned provisions, and no payment will be made with respect to such farm under the 1938 Agricultural Conservation Program. Of this fact, the farm operator shall be advised.

Forms ACP-77 upon which additional entries are made by clerical assistants shall be filed with the corresponding farm reports when completed.

Issued September 13, 1938

NOV 5 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING
PERFORMANCE UNDER THE PROVISIONS OF THE 1938
AGRICULTURAL CONSERVATION PROGRAM IN THE
NORTH CENTRAL REGION

(Supplement No. 6)

NCR-215 is hereby amended as follows:

1. Part IX, the seventh paragraph thereof set forth in Supplement No. 4 is amended to read as follows:

Do not prepare an NCR-220 or an NCR-220A with respect to any farm which is idle in 1938, unless a restoration land goal was established for such farm, or unless there were not adopted on the farm in 1938 methods recommended for the prevention of wind and water erosion. If a restoration land goal was established for a farm which is idle in 1938 or if there was a failure to adopt on the farm in 1938 recommended methods for the prevention of wind and water erosion, write the word "idle" across the face of Forms NCR-220, and NCR-220A, if any, prepared for such farm. NCR-201, Section X, provides that no payment other than a payment in connection with the restoration land goal shall be computed with respect to any farm which is idle in 1938. For the purpose of this provision any farm shall be deemed to be idle in 1938 unless: (1) a crop specified in Section XII of NCR-201 is seeded on the farm in the crop year 1938 for harvest in 1938 even though the acreage of such crop is classified as nondepleting; or (2) the county committee determines that failure to seed crops specified in Section XII of NCR-201 on such farm was due to flood or drought; or (3) a volunteer soil-depleting crop was harvested on the farm in 1938; or (4) a soil-building practice other than soil-building practice A-9, specified in Section XIII of NCR-201 was carried out on the farm in 1938 in accordance with approved specifications; or (5) tame grasses or legumes or mixtures thereof were pastured or cut for hay or seed in 1938 on approximately 50 percent or more of the cropland on the farm under the direction of or by the owner or operator.

2. Part IX, the first complete paragraph thereof on page 7 is amended to read as follows:

Obtain the entries for lines 1, 2, 3, 4, 5, 7, and 8, column (b) and entries for lines 1, 2, 3, 4, 5, and 6, column (c) from the Listing Sheet, NCR-209. Enter on lines 1, 2, 3, 4, 5, and 7, column (b) the acreage allotments established for the farm. If, through error in the county or State office, the producer was officially notified in writing, prior to completion of planting, of an acreage allotment larger than the finally approved acreage allotment and was not notified of the finally approved acreage allotment until after planting was completed, and the county committee finds that the producer, acting solely upon information contained in the erroneous notice, devoted an acreage to soil-depleting crops in excess of the finally approved acreage allotment, make entries in column (b) for both the erroneous and finally approved acreage allotment. In such case, enter the finally approved acreage allotment in the left one-half of column (b) followed by a dash, and enter the erroneous acreage allotment immediately following such dash. Enter in column (c) the normal yields established for the special crops for which acreage allotments were entered in column (b). Enter the established productivity percentage for general crops in line 6, column (c). Enter the acreage of cropland in the farm in line 8, column (b). The acreage of cropland is obtained from column (4) of NCR-209.

NCR-215
Supplement No. 7



Issued October 13, 1938.

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NOV 5 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE
UNDER THE PROVISIONS OF THE 1938 AGRICULTURAL
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION

(Supplement No. 7)

NCR-215, Part IX, the seventh paragraph thereof, set forth in Supplement No. 6, is hereby amended by adding at the end thereof the following:

or (6) summer fallowing is carried out on an acreage not less than the usual acreage summer fallowed in an established rotation, or on approximately 50 per cent of the cropland, whichever is the smaller, and such fallowing is performed or handled in such a manner as to provide protection from wind and water erosion.

Issued February 4, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS FOR THE EXECUTION OF FORM NCR-217a,
STATEMENT OF LEASING AND CROPPING AGREEMENTS WITH
RESPECT TO COTTON PRODUCTION.

(Supplement No. 8)

The clerical assistants in the county office shall examine each form NCR-220 and NCR-220a to determine which owner-operator or operating tenants are receiving all or a share in excess of twenty-five percent of the cotton produced on the farm in 1938, and prepare a form NCR-217a for each such person in the following manner:

Enter the State and county code, minor civil division and farm number, and name of operator in the space provided in the upper right-hand corner.

In the table make the following entries regarding the cropping agreement in 1938:

Column 2.-- Enter the total acreage planted to cotton in 1938, from NCR-220 and NCR-220a.

Column 3.-- Enter the total acreage of cotton in which the operator shared.

Column 4.-- Enter the operator's share of the acreage entered in column (3).

Column 6.-- Enter the number of sharecroppers on the farm.

Column 7.-- Enter the total acreage of cotton in which the sharecroppers shared.

Column 8.-- Enter the sharecroppers' share of the acreage entered in column (7).

If the division of the entire acreage credited to the operator in columns (3) and (4), or to the sharecroppers in columns (6), (7), and (8), is not the same, it will be necessary to make more than one entry in the line to show the difference in the share.

INSTRUCTIONS TO THE OPERATOR OF THE
MACHINE OF THE TYPE "A" AND "B" FOR THE
RECORDING OF THE RESULTS OF THE
TESTS OF THE COTTON

Paragraph 1.

The clerical assistant in the county office shall receive each
Form 1-250 and Form 1-251 and shall enter the name of the
operator and the name of the place where the tests were made
on the form in 1938, and prepare a form for each
test in the following manner:

Enter the State and county code, name of the operator and the
name of the place where the tests were made in the space provided in the form.

The table makes the following entries regarding the recording of the

Column 2. -- Enter the total number of tests made in 1938, from
Form 1-250 and Form 1-251.

Column 3. -- Enter the total number of tests in which the operator

Column 4. -- Enter the operator's share of the average entered in

Column 5. -- Enter the number of sharecroppers on the farm.

Column 6. -- Enter the total number of tests in which the share-

Column 7. -- Enter the sharecropper's share of the average entered in

If the division of the entire average credited to the operator is
in (5) and (6), or to the sharecroppers in columns (7), (8), and (9),
it will be necessary to make more than one entry in the line of
the average in the form.

For each of the years 1935, 1936, and 1937, enter in column (3) the acreage planted to cotton from the 1938 listing sheet NCR-209a.

After the above entries have been made on form NCR-217a, it will be mailed to the operator with the letter of transmittal requesting additional information regarding the years 1935 to 1937, inclusive.

Upon receipt of the properly executed form NCR-217a, the clerical assistants in the county office shall complete the computations on the form as follows:

Column 5.-- The entries in this column shall be obtained by multiplying each entry in column (3) by the respective entry in column (4).

Column 9.-- The entries in this column shall be obtained by multiplying each entry in column (7) by the respective entry in column (8).

Column 10.-- The entries in this column shall be obtained by dividing each entry in column (5) by the respective entry in column (2).

Column 11.-- The entries in this column shall be obtained by dividing each entry in column (9) by the respective entry in column (2).

Column 12.-- Each entry in this column shall be obtained by subtracting from 100% the sum of the respective entries in columns (10) and (11).

The form will then be attached to the related forms NCR-220 and NCR-220a for review by the county committee.

After carefully considering the information furnished by the operators, the county agricultural conservation committee shall indicate by the proper entries whether the changes, if any, in the number of sharecroppers, or in the leasing agreement, are justified, listing their reasons for approving or disapproving such changes.

The form NCR-217a will then be dated and signed by at least two members of the county committee and placed in the folder containing the forms used in determining compliance under the 1938 Agricultural Conservation Program where it will be readily accessible for future reference. Any supporting evidence furnished by the operator shall be attached to and become a part of this form.

If the committee disapproves any change made in the operating agreement, a copy of form NCR-217a shall be made for the files, and the original copy shall be attached to the summary of performance and be transmitted to the State agricultural conservation committee in order that the proper deduction may be made on the application for payment.

1. The first of the three main points of the report is that the Commission has received a large number of complaints from the public regarding the activities of the various departments of the Government.

2. The second point is that the Commission has found that the majority of these complaints are well founded and that the departments concerned have failed to take adequate steps to rectify the situation.

3. The third point is that the Commission has concluded that the existing machinery for dealing with such complaints is inadequate and that it is necessary to establish a more effective system.

4. The Commission has also found that there is a widespread feeling of public discontent and that this is due to a number of factors, including the complexity of the Government's activities and the lack of communication between the public and the various departments.

5. In view of these findings, the Commission has recommended that the Government should take immediate steps to improve its administrative efficiency and to establish a more effective system for dealing with public complaints.

6. The Commission has also recommended that the Government should take steps to improve its communication with the public and to ensure that the public is kept informed of the activities of the various departments.

7. Finally, the Commission has recommended that the Government should take steps to improve the morale of its staff and to ensure that they are properly trained and equipped to carry out their duties.

8. The Commission has concluded that these recommendations are essential for the Government to be able to carry out its duties effectively and to maintain the confidence of the public.

9. The Commission has also concluded that it is necessary to establish a more effective system for dealing with public complaints and that this should be done as a matter of priority.

10. The Commission has recommended that the Government should establish a Public Complaints Commission which would be responsible for receiving and dealing with all complaints from the public.

11. The Commission has also recommended that the Government should establish a Public Information Commission which would be responsible for ensuring that the public is kept informed of the activities of the various departments.

12. The Commission has recommended that the Government should establish a Public Staff Commission which would be responsible for ensuring that the staff of the various departments are properly trained and equipped.

13. The Commission has concluded that these recommendations are essential for the Government to be able to carry out its duties effectively and to maintain the confidence of the public.

14. The Commission has also concluded that it is necessary to establish a more effective system for dealing with public complaints and that this should be done as a matter of priority.

NCR-215L



Issued Aug. 1, 1938.

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AUG 31 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER THE
PROVISIONS OF THE 1938 AGRICULTURAL CONSERVATION
PROGRAM IN LICKING COUNTY, OHIO

The procedure contained in Parts I to V, inclusive, and in Part VII of NCR-215 will be followed, except as modified herein, in determining the extent of performance under the provisions of the 1938 Agricultural Conservation Program for Licking County, Ohio. The instructions contained in Parts VI and VIII of NCR-215 will not be followed in Licking County. The farm report, Form NCR-217L, will be prepared in accordance with the instructions contained in this NCR-215L.

PREPARING THE FARM REPORT, NCR-217L
Part VI of NCR-215 for Licking County, Ohio.

Farm reporters will visit all farms in the county, fill in a farm report for each farm, ascertain farm boundaries, make the measurements necessary to establish field boundary lines, make such sketches of fields in Section I of the farm report as are necessary, identify and mark field boundary lines on the enlargement, and enter the farm number and 1938 field letter on the enlargement for each field inspected.

If the farm reporter finds at the time inspection is made that Form NCR-203L describes only part of the farm, or more than the farm for which performance is determined, such NCR-203L should be revised and the necessary slope measurements of cropland made in accordance with the instructions contained in NCR-202L. Performance shall be determined on the basis of the corrected NCR-203L.

Entries on the Farm Report in the County Office.-- Before farm reporters visit farms, clerical assistants in the county office will make entries in Section III, and in the upper right-hand corner of the farm report, for farms for which a Soil Management Field Report, NCR-203L has been prepared.

Entries made by clerical assistants on the farm report before it is used by the farm reporter shall be made in red. The farm reporter shall make his entries in black for the first check of performance and in blue for any additional check of performance.

Entries made on the farm report in the county office shall be verified by the farm reporter who inspects the farm, and corrections shall be made where necessary. In making corrections the farm reporter

will draw a line through the original entry, place the correct entry above or beside the original entry, and initial the correction.

Data for Upper Right-Hand Corner.--Enter in the appropriate spaces in the upper right-hand corner of the farm report the minor civil division code number, the farm number, and any photo number relating to the farm covered by the farm report.

Map of Farm in Section I.--A map of the farm should not be drawn in Section I of the farm report, NCR-217L, since the enlargements more adequately serve the purpose. Sketches of fields and planimetry readings shall be entered in Section I in accordance with the instructions contained in Section VII, NCR-215.

Identification of Farm in Section III.--Entries shall be made in this section by clerical assistants from information available in the county office. In filling in Section III, enter in item 1, in the space provided therefor, the location of the farm. In item 2 enter the total acreage in the farm and the legal description. If the description is too extended, it should be summarized.

1938 History of Fields in Section II.--The acreage of cropland upon a farm shall be classified according to its use or treatment. The farm reporter shall consider as a field any tract of land devoted to a crop or land use which is different from that of contiguous land within the same boundaries. Thus, if soybeans are planted on a 20-acre tract within the same boundaries, and 15 acres are harvested as seed or hay, and 5 acres are plowed under in bloom stage, such tract shall be considered as comprising two fields.

Also, the farm reporter shall consider as a field any tract of land with respect to which the division of the crop is in a different proportion from that of contiguous land within the same boundaries. For example, if alfalfa is planted on a 40-acre tract, and if the alfalfa crop on 20 acres of such tract is divided between the owner and the tenant on a 50-50 basis, and if on the remaining 20 acres all of the alfalfa goes to the owner, the two such acreages of alfalfa will be considered as separate fields. Likewise, the farm reporter shall consider as a separate field any tract of land with respect to which the contributions to tree plantings or to pasture-conserving practices are in a different proportion from that of contiguous land within the same boundaries.

A tract of land devoted to the production of one crop or one land use will be regarded as two fields if it is divided by a lane, fence, or other permanent boundary. Thus, if corn is planted on a 40-acre tract which is divided by a fence, each part of the tract will be considered as a separate field.

In cases where forest trees and windbreak or shelter-belt trees are planted on contiguous land, the land planted to forest trees will be considered as one field, and the land planted to windbreak or shelter-belt trees as another field.

The farm reporter and the farm operator shall visit and inspect all fields on the farm and jointly estimate the acreages. Each field shall be considered in turn, beginning in the northwest corner of the farm with field A. The reporter shall then enter in column (e) the crop or land use, followed by the disposition made of the crop or the description of the use made of the land.

For example, a field planted to corn might be described in column (e) as "Corn for silage", "Corn harvested for grain", "Corn hogged off", "Corn drilled solid, entire plant plowed under green in tassel stage". A field planted to rye might be described as "Rye harvested for grain", "Rye hogged off", or "Rye, 70 days growth plowed under green". A field planted to alfalfa might be described as "Alfalfa, 1st year stand", "Alfalfa, 2nd year stand", "Alfalfa, 3rd year stand", or "Alfalfa, 4th year stand". A field planted to alfalfa in 1937 might be described, "Alfalfa, 2nd year of growth, not pastured, plowed under green prior to June 1, 1938", or "Alfalfa, 2nd year of growth, not pastured or cut for hay or seed, plowed under green after June 1, 1938".

The description of a field of cropland not planted might be: "Cropland idle and bare during season", "Cropland idle, not bare nor fallowed during season", or "Cropland fallowed during season".

The description of a field from which a crop was harvested during the crop year but which is bare of sod or winter cover crop at time of checking performance might be: "Corn harvested for grain, land bare of sod or winter cover crop".

In column (f) enter the description and amount of any liming materials or commercial fertilizer which were applied, and indicate the type of substantiating evidence submitted. If receipts for materials purchased were filed in the county office, or if such evidence is attached to the farm report, a notation to that effect should be made.

Examples of entries that might be made in column (f) are: "1000 lbs. single strength commercial fertilizer--evidence attached", "1000 lbs. of 1 1/2 strength commercial fertilizer--evidence attached", "1000 lbs. double strength commercial fertilizer--evidence attached", "10,000 lbs. agricultural ground limestone, neutralizing power 108--evidence attached", "5000 lbs. hydrated lime, neutralizing power 154--evidence attached", and "4 tons hydrated lime, neutralizing power 155--evidence attached".

A single strength fertilizer is one for which the summation of units of plant nutrients equals twenty. For example, 2-12-6, 2-16-2, 0-14-6, 0-20-0, etc.

Data relating to liming materials or commercial fertilizers applied to a field shall be entered in column (f) on the same line as the description of the crop or land use is entered in column (e). However, if two kinds of fertilizing or liming materials are applied to open noncropland pasture, the data relating to each kind of such material shall be entered on a separate

line in column (f). Also, a separate line shall be used for data relating to any liming or fertilizing materials applied to open noncropland pasture if the contributions to such materials are in a different proportion from the contributions made with respect to other open noncropland pasture.

Evidence relating to the application of commercial fertilizer should indicate whether such fertilizer is guaranteed by the manufacturer and registered with the Ohio State Department of Agriculture in conformity with the Ohio State Fertilizer Law. The evidence relating to liming materials should indicate whether such materials are officially registered and guaranteed in conformity with the provisions of the Ohio Fertilizer Control Law, or whether the neutralizing power has been determined and certified by the Ohio State Soil Testing Laboratory.

The farm reporter shall ascertain whether any portion of the labor, seed, trees, or materials used for any practice is furnished free by any Federal or State agency and indicate on the appropriate line in column (f) the percentage so furnished. Where a farm is operated under an agreement with the Soil Conservation Service, Form ACP-74 will be completed by the Soil Conservation Service, which completed form will show the percentage of any practice furnished by the Soil Conservation Service.

Enter in the space at the top of a subcolumn in column (g) the initials of each person who receives a share of the crops or who contributes to restorative practices and tree plantings on the farm in 1938. If two persons have the same initials, indicate their names in a footnote. Enter in the appropriate column the percentage share which each person has in the crop, or the percentage contributed to the pasture-conserving practice, or tree plantings. In determining the percentages contributed to a pasture-conserving practice or tree plantings, where two or more persons contributed to the carrying out of such practice or tree plantings, each person contributing to the practice or tree plantings will be deemed to have contributed equally, unless the persons establish to the satisfaction of the county committee that their respective contributions are not in equal proportion.

The procedure outlined above should then be followed for each field in alphabetical order as lettered on the enlargement. In addition to the foregoing, the following instructions should be followed in filling out this table:

Column (a)--The acreage will be entered only once for each field and shall be entered on the line where the field letter first appears. The estimated acreage for a field should be jointly estimated by the farm reporter and the operator and entered in column (a). If the farm reporter and the operator do not agree on the acreage, the operator's estimate will be entered in column (a), and no entry will be made for the farm reporter; provided, however, that in the case of X, Y, and Z land upon which no forest, windbreak or shelter-belt trees are planted, the operator's estimate will be entered in column (a) and the farm reporter's estimate in column (c).

After the estimates have been entered in column (a) for all fields on the farm, the farm reporter will add the figures in the column. The total should agree with the entry in item 2 of Section III. If they do not agree the farm reporter with the operator should re-estimate the field acreages in question so that they equal the total acreage in the farm as shown in item 2, Section III.

Column (b)--Enter in alphabetical order the 1938 field letters assigned to the fields in the farm on the enlargement. The letter for each field shall be repeated on separate lines in this column as many times as crops or land uses or pasture-conserving practices are entered on separate lines in columns (e) and (f) for the field.

Column (c)--The farm reporter shall make entries in column (c) only when he and the operator do not agree on the estimated acreage of X, Y, or Z land upon which no forest, windbreak or shelter-belt trees are planted.

Enter in the spaces provided therefor below Section II the number of milch cows which have produced milk any time during the preceding 12 months and the usual number of milch cows on this farm during the period 1933-1937. In determining the number of such cows for the period 1933-1937, years in which the number of such cows was substantially above or below the normal number should not be taken into consideration.

Data for Section IV. --The farm reporter will fill in the table in this section at the time the farm is inspected.

Enter in column (a) the name of each person sharing in the crops or contributing to the restorative practices on the farm. In column (b) indicate whether such person is an owner or a tenant, and in column (c) enter the address at which he receives his mail. In columns (d) and (e), respectively, enter the number of other farms in the county, and the number of farms in other counties in the State, with respect to which each such person is entitled to receive all or a share of the crops in 1938.

Section V. Certifications.--The farm reporter shall obtain the signature of at least one of the persons who is eligible to share in the payments and who wishes to participate in the 1938 Agricultural Conservation Program for Licking County, Ohio. Wherever practicable, the signatures of all such persons should be obtained. The farm reporter should review the entries in Sections I to V, inclusive, with any person who signs the farm report, to make certain that such person is satisfied that the entries are correct. The date shall be entered for each signature in the space provided therefor.

It should be pointed out by the farm reporter to any person signing the farm report that only one check of performance will be made in 1938, unless additional practices are carried out, or changes in land uses are made, which will affect the performance under the 1938 Agricultural Conservation Program for Licking County, Ohio, and such person immediately

notifies the county agricultural conservation committee in writing, so that further check of performance may be made.

The farm reporter shall enter the date of the first inspection and sign in the space provided for his signature. If a second inspection is necessary, the farm reporter shall enter in the spaces provided therefore the date of such inspection and his signature.

Section VI. Remarks.--The farm reporter may use this section to enter any remarks he wishes to make regarding the check of performance for the farm. The following specific information will be entered along with other remarks in this section:

The farm reporter will inquire as to whether any changes were made in the 1938 leasing agreement from that of 1937, or whether there was any reduction in the 1935-37 average number of share-tenants on the farm which would increase the proportion of the landlord's payment, or whether any scheme or device has been employed by any person the effect of which is to deprive another person of a payment to which the other person normally would be entitled. Any such changes should be noted and fully explained.

The farm reporter will enter data relating to any field of the farm, which in his opinion, should be reinspected either because additional restorative practices will be carried out or because changes will be made in crop or land uses which will affect performance under the 1938 Agricultural Conservation Program for Licking County, Ohio. The farm reporter will enter the field letter of any such field, and a brief description of the reasons for reinspection.

If no wheat was planted on the farm for harvest in 1936, 1937, and 1938, the farm reporter shall ask the operator if he wishes to have a wheat acreage allotment established for such farm for wheat to be planted thereon for harvest in 1939. If the operator wishes to have such a wheat acreage allotment established, the farm reporter shall ascertain the number of acres requested and enter the following information in "Remarks", "New Producer, 1939 wheat acreage allotment requested in the amount of _____ acres".

In the case of nonparticipating farms, the data relating to wheat acreage allotments will be obtained, but the other data which is requested above, for this section, need not be entered. However, in cases where none of the interested persons wish to participate in the program, the farm reporter will enter in Section VI the name of each person interviewed, the date on which the interview took place, and the reasons given for not participating. The farm reporter shall also write down any suggestions made by the person or persons interviewed relative to planning future programs so that they will be more effective and acceptable to farmers.

In the case of nonparticipating farms the following statement shall be made at the end of this Section VI:

"I hereby certify that the information contained herein is correct to the best of my knowledge and belief.

(Date)

(Signature of Farm Reporter)"

Review of the Farm Report in the County Office.--For purposes of review a check sheet may be prepared in the county office for each farm report.

The clerical assistants will examine and carefully check all entries on the farm reports for completeness and accuracy after they are returned to the county office.

If any entry on the farm report is not clear, complete, and accurate, such entry should be indicated on the check sheet so that the farm reporter will know what additional or corrected information is needed. The farm report and the check sheet relating thereto should then be returned to the farm reporter with sufficient instructions to enable him to explain, complete, or correct entries in doubt. No original entry made on a farm report shall be erased. As heretofore indicated, in making corrections a line shall be drawn through the original entry, the correct entry shall be placed above or beside the original entry, and the correction shall be initialed.

Farm reports which are forwarded to farm reporters for correction should be returned to the county office within a reasonable length of time.

After the farm report has been checked and it has been determined that such farm report is satisfactory, the clerical assistants will transfer from the enlargement to Section II, column (c), the acreage derived by planimetering each 1938 field. The figures in such column should then be added, and such total should equal the total acreage of the farm entered in Section III, item (2).

All calculations pertaining to entries to be made in Section II, column (c), shall be carried to two decimal places and before entering they shall be rounded to one decimal place. In rounding numbers to one decimal place, fractions amounting to five hundredths (0.05) or less shall be dropped, and fractions amounting to six hundredths (0.06) or more shall be considered as a tenth of a unit.

The clerical assistants will enter in Section II, column (d), the productivity factor applicable to each crop or land use indicated for each field in column (e) or (f). In the case of tree plantings, and fertilizing and liming materials applied to open noncropland pasture, the rate of payment will be entered in Section II, column (d), in lieu of a productivity factor.

Additional Check of Performance---Forms prepared with respect to farms requiring a further check of performance because additional restorative practices are carried out, or because changes are made which

will affect performance under the 1938 Agricultural Conservation Program, should be returned to the farm reporter later in the fall. The second check of performance should then be made by the farm reporter.

Entries made by the farm reporter at this time shall be made in blue. In cases where a change has been made in a crop or land use, or where an additional restorative practice has been carried out which requires the division of a field into two or more parts, such parts shall be distinguished by adding numbers to the original field letter. Thus, if it is necessary to divide field A into two parts, the two parts would be identified as field A₁ and field A₂.

All entries made as a result of the second check of performance shall be checked in the county office in the same manner as the original entries.

Supplement No. 1
to NCR-215L



Issued August 12, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

1.42
N 7511
AUG 31 1938

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER
THE 1938 AGRICULTURAL CONSERVATION PROGRAM FOR LICKING
COUNTY, OHIO.

NCR-215L is amended by the addition of the following new Parts IX and
X.

PART IX - PREPARATION OF NCR-220L, SUMMARY OF PERFORMANCE.

The Summary of Performance, NCR-220L, hereinafter referred to as the Summary, will be used to summarize the data obtained for each participating farm on the Farm Report, NCR-217L. In addition to the Summary, the Supplement to the Summary, NCR-220A, hereinafter referred to as the Supplement to the Summary, must also be prepared in the following cases:

- (1) Where more than two persons share in the crops grown on the farm, or where more than two persons have contributed to the carrying out of pasture land conserving practices or tree plantings on the farm.
- (2) Where the crop in one field is divided differently from that in any other field.
- (3) Where more than one pasture land conserving practice or tree planting is carried out on the farm and the share which one person contributed to the carrying out of one of such pasture land conserving practices or tree plantings differs from the share which such person contributed to the carrying out of any other of such pasture land conserving practices or tree plantings.

Clerical assistants in the county office will prepare the Summary and the Supplement to the Summary. Clerical assistants must be thoroughly familiar with the provisions of NCR-201L, particularly the provisions relating to the classification of cropland, and the provisions relating to payments and deductions. A thorough understanding of these provisions and of the instructions in NCR-215L is necessary in order to prepare and review the Summary and the Supplement to the Summary accurately.

Both the Summary and the Supplement to the Summary will be prepared in duplicate. Every precaution should be taken to prepare these forms accurately since they will be used in the preparation of the application for payment. A hard lead pencil should be used in making all entries on the Summary and the Supplement to the Summary.

Enter on the appropriate lines in the upper right-hand corner the name of the minor civil division in which the farm is located, the minor civil division code, the farm number, and the aerial photography number.

Enter on the appropriate line in the upper left-hand corner the total farm acreage. Such entry will be obtained from column (c) Section II, of the farm report.

Section 1 - Persons sharing in crops or contributing to practices - Enter on a separate line in Section 1, the data relating to each person sharing in the crops, or contributing to the practices carried out on the farm.

Obtain the data for columns B, C and D from Section IV of the farm report. Where it is necessary to prepare the Supplement to the Summary, make no entries in columns E and F. Where it is not necessary to prepare the Supplement to the Summary, obtain the entries for columns E and F from Section II, column (g) of the farm report. Make entries in columns E and F, as follows:

Enter in column E each person's percentage share of the crops grown on the farm.

Enter in column F the percentage that each person contributed to the tree plantings or pasture land conserving practices.

Enter in column A the application serial number for each person whose name appears in column B. Obtain such application serial numbers from Form NCR-222, "List of Names of Persons Eligible to Execute an Application for Payment with Respect to Only One Farm", or Form NCR-222A, "List of Names of Persons Eligible to Execute an Application for Payment with Respect to More Than One Farm".

Section II - Classification of Cropland. - The entries for columns A to D, inclusive, will be transferred from Section II of the farm report.

The entry made in column A for each field will be transferred from columns (e) and (f), Section II, of the farm report. If data are listed for a field in both such columns (e) and (f), enter data from each such column on a separate line in column A, Section II, NCR-220L.

The field letter, the field acreage, and productivity factor for each field will be transferred from columns (b), (c), and (d), respectively, Section II, of the farm report. In cases where data have been transferred from column (f), Section II, of the farm report to column A, Section II, NCR-220L, the field letter will be repeated in column B, the entry in column C will be the number of units of commercial fertilizer or limestone applied to the acreage of the field, and the entry in column D will be the productivity factor determined for the commercial fertilizer or limestone applied. The number of units entered in column C will be circled. In the case of commercial fertilizer applied to cropland, each 100 pounds will count as one unit; and in the case of limestone applied to cropland, each 1,000 pounds will count as one unit.

Multiply the productivity factor for each field by the acreage of such fields. If the result so obtained is a plus sum, enter it in column E; if it is a minus sum, enter it in column F. In cases where two productivity factors are entered for one field in column D, multiply the acreage and the number of units of such field by the applicable productivity factors and enter the results so obtained in column E or F, depending upon whether they are preceded by plus or minus signs.

Transfer from column (6) of NCR-203L to column G, Section II, of the Summary, the erosion factor for each field for which a minus productivity factor is entered in column D. The entry for any field in column H will be obtained by multiplying the entry in column G by the field acreage in column C.

After entries have been made for all fields in columns A to H, inclusive, add the entries in columns E, F and H, respectively, and enter the totals so obtained in the spaces provided therefor on line 20.

Add the acreage entries in column C and enter the total acreage so obtained in the space provided therefor on line 21. Such total acreage must agree with the total cropland acreage entered in column c, Section II, of the farm report.

Obtain the algebraic sum of the entries in line 20 of columns E, F, and H, and enter such net extension on line 21 in the space provided therefor.

Divide the "net extension" so obtained and entered on line 21, by the total of column C and enter the resulting "productivity balance value" in the space provided on line 21.

Section III - Cropland Conserving Payment Points. The 1938 productivity balance value will be transferred to the first line of both columns B and D from line 21 of Section II.

The bottom of the position payment scale will be transferred to the second line of column B from item 3 under the table in Section II of NCR-203L.

The 1937 productivity balance value will be transferred to the second line of column D from item 2, under the table of NCR-203L.

The entry for the third line of column B will be obtained by subtracting the entry on the second line from the entry on the first line of that column. Similarly, the entry for the third line of column D will be obtained by subtracting the entry on the second line from the entry on the first line of that column.

Section IV - Tree Plantings and Pasture Land Conserving Practices. If the farm is participating in the program of the Soil Conservation Service, an approved Form ACP-74 for such farm must have been filed with the county committee. If any practices were carried out on the farm which were not listed on an approved ACP-74, such practices must not be entered in Section IV. If any Federal or State agency has contributed one-half or more of the total cost

of carrying out any practice on such farm, such practice must not be entered in Section IV. If any Federal or State agency has contributed to the carrying out of any practice on such farm, and the contribution by such agency represents less than one-half of the total cost of carrying out such practice, one-half of the extent of such practice shall be entered in Section IV. The term "State agency" as used herein does not include a State, or agency thereof, in those cases where such State, or agency thereof, operates a farm or share-rents a farm to another person and contributes to the carrying out of practices on such farm.

Enter in column A of Section IV the description of the approved tree plantings and pasture land conserving practices carried out on the farm. Obtain such entries from Section II of the farm report. Use a separate line for each such practice.

If two kinds of fertilizing or liming materials are applied to open noncropland pasture, the data relating to each kind of such material shall be entered on a separate line.

Enter in column B of Section IV the 1938 field letter of each practice entered on a separate line in column A. Obtain such entries from Section II, column (b) of the farm report.

The entry in column C will be the number of acres, in the case of tree plantings; the number of pounds, in the case of fertilizer; and the number of tons, in case of liming materials.

The entry in column D will be the number of units on which payment will be made. In the case of tree plantings, each acre will count as one unit; in the case of fertilizing materials, each 100 pounds will count as one unit; and in the case of liming materials, each ton will count as one unit.

The entry in column E will be the rate of payment per unit.

Section V - Assignments on ACP-69 filed in county office. If any person who shares in the crops or who contributed to the practices has executed, as assignor, an ACP-69, which is on file in the county office, ascertain whether Section III of such ACP-69 has been executed by the assignee. Do not make any entries in Section V with respect to any ACP-69 if Section III of such ACP-69 has been executed by the assignee named therein. The word "assignor" means the farmer to whom the money or supplies were advanced and who signed ACP-69 in the lower right-hand corner of Section I of ACP-69. The word "assignee" means the person who advanced the money or supplies and who signed ACP-69 in the lower right corner of Section II of ACP-69. For all Forms ACP-69 which are on file in the county office and for which Section III has not been executed by the assignee, make the following entries in Section V for each such ACP-69: Enter in column A the initials of the assignor; enter in column B, on the same line, the name of the assignee; enter in column C, on the same line, the address of the assignee; and enter in column D the amount due the assignee under the ACP-69, which shall be the amount entered

in Section I, or the amount entered in Section II, of ACP-69 whichever is the smaller amount. If the initials of an assignor are the same as the initials of any other person whose name appears in Section I, enter the name of the assignor rather than his initials in Section V, column A.

Section VI - Certification. After the Summary has been completed, the clerical assistant who prepared it shall sign his name on the line provided therefor. The Summary shall then be approved and signed by a member of the county committee. Each signature in Section VI will be dated by the person signing.

PART X - PREPARATION OF NCR-220A, SUPPLEMENT TO THE SUMMARY
OF PERFORMANCE.

NCR-220A, Supplement to the Summary of Performance, will be prepared only in the following cases:

- (1) Where more than two persons share in the crops grown on the farm, or where more than two persons have contributed to the carrying out of pasture land conserving practices or tree plantings on the farm.
- (2) Where the crop in one field is divided differently from that in any other field.
- (3) Where more than one pasture land conserving practice or tree planting is carried out on the farm and the share which one person contributed to the carrying out of one of such pasture land conserving practices or tree plantings differs from the share which such person contributed to the carrying out of any other of such pasture land conserving practices or tree plantings.

All entries of acreages, percentages, and units of practices shall be calculated, rounded, and entered as set forth in NCR-215L.

Enter in the upper right-hand corner of NCR-220A the State and county code, the minor civil division code, and the farm number. Obtain these entries from the NCR-220L for the farm for which the Supplement to the Summary is being prepared.

Enter in the blank spaces above the headings of columns (4) to (15), inclusive, the initials of each person who shares in the crops or who contributed to practices carried out on the farm in 1938. If two or more persons have the same initials, enter their names instead of their initials.

If more than 6 persons share in the crops, or contribute to the practices on the farm in 1938, an additional set of NCR-220A shall be used. Likewise, if additional lines are required for entering acreages or practices, an additional set of NCR-220A shall be used.

Entries With Respect to All Cropland on the Farm - In filling in the table of Form NCR-220A a separate line will be used for data pertaining to each cropland field on the farm.

Enter the field letter "A" on the first line in column (1) and on the same line in column (2) enter the description of the crop or land use. Enter in column (3) the total acreage in field "A". Enter in the percentage column under each person's initials, such person's percentage share in the crop or land use to which field "A" is devoted.

After entries have been made for field "A" in columns (1) and (2) and (3), and in the percentage columns, enter data in such columns for all other cropland fields, listing field letters in alphabetical order in column (1) and using a separate line for the data relating to each field. Data for all such entries will be transferred from Section II of Form NCR-217L.

Entries For Pasture Land Conserving Practices. - After entries have been made for all cropland fields in columns (1), (2), and (3), and in the percentage columns, skip two lines and make entries for pasture land conserving practices.

Enter in column (1) the field letters of all fields on which pasture land conserving practices were carried out. For each field letter in column (1), enter on the same line in column (2), the description of the practice. Enter in column (3) the amount of payment earned. Enter in the percentage column under each person's initials, such person's share in the practice carried out on the field. Entries for columns (1) and (2), and for the percentage columns, will be transferred from Section II of the farm report. Any entry made in column (3) with respect to a field will be obtained from Section III of NCR-220L by multiplying the number of units in column D by the rate per unit in column E for such field.

Entries for Tree Plantings. After entries have been made for all pasture land conserving practices, skip two lines and make entries for tree plantings.

Enter in column (1) the field letters of all fields on which tree plantings were carried out. For each field letter in column (1) enter on the same line in column (2) the description of the tree plantings. Enter in column (3) the amount of payment earned. Enter in the percentage column under each person's initials, such person's share in the tree plantings carried out on the field. Entries for columns (1) and (2), and for the percentage columns will be transferred from Section II of the farm report. Any entry made in column (3) with respect to a field will be obtained from Section III of NCR-220L by multiplying the number of units in column D by the rate per unit in column E for such field.

Determination of Acreage or Unit Shares and Percentages. - After entries have been made on NCR-220A as outlined above, multiply each entry in column (3) by the entry on the same line in each percentage column. Enter the result of each of such multiplications in the acreage- or unit-share column to the right of the percentage used in the multiplication.

Obtain the total of the entries in column (3) and of the entries in the acreage- or unit-share columns for cropland, for pasture land conserving practices and for tree plantings. Enter such totals in the respective columns on the first blank line under the entries from which such totals were derived, and enter the word "Total" in column (2) on the same line. Add the totals for the acreage- or unit-share columns for cropland, for pasture land conserving practices, and for tree plantings, and compare the sum of such totals with the corresponding totals of column (3). If because of the rounding of fractions, the sum of the totals of the acreage- or unit-share columns for cropland, for pasture land conserving practices, or for tree plantings, differs from the corresponding total in column (3), adjust the highest total in the acreage- or unit-share column in order that the sum of such totals equals the total in column (3). For cropland, for pasture land conserving practices, and for tree plantings, obtain entries for the "Total" line in the percentage column by dividing the total of each acreage- or unit-share column by the total on the same line in column (3). Enter the results of each of such divisions in the percentage column to the left of the total in the acreage- or unit-share column used in making such division. Add the entries in the percentage column on the "Total" line for cropland, for pasture land conserving practices, and for tree plantings. If because of the rounding of fractions, the sum of the entries in the percentage columns on the "Total" line for cropland, for pasture land conserving practices, or for tree plantings is not 100.0, adjust the highest of such entries in order that the sum of such entries is 100.0.

The total of column (3) for cropland should equal the total acreage of cropland entered in column (c) Section II of the corresponding NCR-217L.

Certification. After NCR-220A has been completed, the clerical assistant who prepared the form shall sign in the lower right-hand corner and enter the date.

